ASSESSING AND COLLECTING TUITION, FEES, AND OTHER STUDENT CHARGES

The College assesses tuition and required fees, course fees, housing and food service charges and other related fees according to Board approved fee schedules.

All students are expected to pay College debts according to published payment deadlines. Those who do not are subject to College and external collection procedures and encumbrance of transcript records.

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ASSESSING AND COLLECTING TUITION, FEES, AND OTHER STUDENT CHARGES

All full-time and those part-time credit students with approved financial aid are allowed to pre-register for courses each semester without payment.

Early (pre) registration begins on a specified date each semester and continues through the designated Intent Deposit Payment Day. The Intent Deposit Date is generally two weeks before the start of the semester and is published in the Class Schedule.

A student’s agreement to the Financial Commitment statement constitutes a financial commitment at the time of registration.

1. Early registration begins on a specified date each semester and continues through the designated Intent Deposit Payment Day. The Intent Deposit date is generally two weeks before the start of the semester and is published in the class schedule.
2. A student’s agreement to the Financial Commitment statement constitutes a financial commitment at the time of registration.
3. Part-time students without approved financial aid must pay in full by the designated intent deposit date.
4. On or before the Intent Deposit Date, each student must verify his/her registration. This can be accomplished in the following ways:
   a. The student has accepted financial assistance and it has been credited to the student’s account;
   b. The student has paid the minimum Intent Deposit if no aid is available. The Intent Deposit amount is approximately the amount due on a 3 credit course;
   c. The student has confirmed the registration when nothing is due on the student account. Students who have aid are asked to confirm their planned attendance either verbally or in writing.

When a student registers after the intent deposit date, the student must:
   a. Pay in full; or
   b. Pay the intent deposit; or
   c. Provide proof of approved financial aid.

The Registrar must approve exceptions to the requirements under a, b or c above.
5. A payment deadline is established each semester. The deadline will be published in the schedule of classes and advertised through WWCC communication channels. At this time, students who did not pay their entire costs before classes began, must:
   a. Have financial aid to cover all costs; or
   b. Pay all outstanding costs on their account; or
   c. Establish a payment plan. The payment plan set-up fee goes into effect at this time. The payment plan may include three equal payments. The first will be paid on the initial payment date.
   d. Payment dates are established each semester and published in the class schedule and available only for students in six or more credit hours.

6. For those students who do not adhere to one of the above options (1-5), the Registration and Records office will automatically place the student on the payment plan and contact them regarding their status. If the student pays the full cost within two weeks of the notification, the payment plan fee may be waived. Requests for exceptions will be considered on a case-by-case basis by the Registrar.

7. The Financial Aid office will disburse checks on regularly scheduled disbursement dates after the student’s outstanding debts have been paid.

8. Students who miss a payment are contacted by the Registration and Records Assistant and efforts are made to work with the student to bring the account up-to-date. Students who make late payments are subject to late payment fees. If students are more than a month delinquent at any payment point, their accounts are turned over to the institutional collections process. Requests for exceptions will be considered on a case-by-case basis by the Registrar.

9. The College Administrative Services Officer will send a certified letter to the student and if there is no response, the student’s account will be submitted to an outside collection agency for payment. At this point, the student also becomes responsible for all collection expenses.

10. Uncollectible debts are written off by the college. In the case of the debt belonging to a financial aid recipient who must repay an aid disbursement, the College will begin the collection process as soon as the aid is reversed. The Financial Aid office informs the Registration and Records Assistant when aid is reduced or removed from a student’s account and a balance is incurred.

No WWCC transcript or other official record will be released until all debts to the College are paid.

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