



TUITION PAYMENT PLAN SPRING 2009

**Cashier's Office
732-255-0324**

RECORD PAYMENT HISTORY ON THIS PAGE.

KEEP WITH YOUR IMPORTANT
DOCUMENTS SO THAT YOU CAN
REFER BACK TO THE TERMS OF
YOUR PAYMENT PLAN.

Deposit date: _____ Amount: \$ _____

Your first installment payment is due:
(circle one)

Jan. 12 Feb. 12 March 12

Payment due dates & amount:
(as of deposit date)

1/12/09 \$ _____

2/12/09 \$ _____

3/12/09 \$ _____

Record your payment amount and type:

1/12/09 \$ _____ made by _____

2/12/09 \$ _____ made by _____

3/12/09 \$ _____ made by _____

Cashier Office Hours are:

Monday to Thursday 8:30am to 7:30pm
Friday 8:30am to 5:00pm
Closed Saturday, Sunday, and Holidays

Phone: **732-255-0324**

CASHIER'S OFFICE

College Drive • P.O. Box 2001
Toms River, NJ 08754-2001
732-255-0324 • TTY 732-255-0424
www.ocean.edu AAA/EOE/ADA

Detach here and return contract

TUITION PAYMENT PLAN CONTRACT

I understand and agree to the following:
All contracts are subject to review and approval by OCC. I am enclosing the contract fee, which is non-refundable unless OCC chooses not to approve the contract. OCC holds me responsible for payments regardless of the source(s) of payment. I will be responsible for paying any balance(s) on my account not covered by this plan. If I decide to withdraw or drop below full-time status, I must contact the Cashier's Office to discuss my financial obligation to the College. My account must be fully satisfied for the release of my transcript and degree. This payment plan is for one semester. The College will initiate various collection actions against me if I default on this agreement. The College may, in the event of my default on this agreement, require me to pay all collection costs and attorney fees.

Student Signature _____ Date _____

(Please print or type all requested information)

Student Info:

Name _____

Soc. Sec. # _____

Student I.D. # _____

Sem. _____

Address _____

City _____

State _____ Zip Code _____

Telephone:

Home _____

Work _____

**SEND OR BRING THIS SIGNED CONTRACT
TO THE CASHIER'S OFFICE WITH YOUR
CONTRACT FEE AND INITIAL PAYMENT**

TERMS AND CONDITIONS

The Ocean County College Tuition Payment Plan (TPP) provides a financial planning option that allows you to pay tuition and fees in equal installments.

TPP covers either the fifteen week Fall or Spring semesters. To participate, you must be registered for six or more credit hours in the semester. The TPP is not available for summer sessions or for short-term sessions during the academic year.

The earlier you register, the more installment payments you will have available during the semester. For the Spring 2009 semester, the earliest registrants will be eligible for four installments. The number of installments for your plan will be determined when you sign your contract. Contracts will not be accepted without the student's signature, the contract fee, and the deposit payment.

Installments are due on the 12th of January, February, and March. The first installment is due at contract sign up. If you pay by check, make it payable to Ocean County College. Other acceptable forms of payment are cash, money orders, MasterCard, Visa, Discover, and American Express. Installments may now be made through WebAdvisor, once your payment plan has been set up and your initial installment has been made.

All forms of payment must include the student's name and social security number/student I.D. number.

ALL FINAL INSTALLMENT PAYMENTS MUST BE PAID BY MARCH 12, 2009.

A \$20 fee will be added to your account for late or missed installment payments. **A payment is considered late if it has not been received in the Cashier's Office or paid on the Web, by the close of business on the day it is due.**

If any two installments are not made when due, OCC may cancel the contract and the total balance of the student's account will be due immediately. Future participation in the payment plan may be denied. OCC may also employ other collection methods such as: class withdrawal, registration blocks, withholding the release of grade reports and transcripts, professional collection agencies, credit bureaus, and litigation. The additional costs of pursuing collection against an outstanding balance may also be added to the student's account.

Returned Checks: The College charges \$25 for checks returned by your bank for any reason.

Changes in the TPP Budget: A financial aid award, scholarship, or a change in credit hour load may require you to revise your TPP. The student is responsible for initiating contact with the Cashier's Office to make the necessary adjustments.

OCC reserves the right to revise a student's financial aid award. Revisions may result from a change in enrollment status, dependency status, or award levels. Federal and State awards may change if the expected governmental appropriations are not received by the College. Awards also are contingent upon maintenance of satisfactory academic progress. Should a student's award be revised for any reason, which results in a balance due, the student must settle his/her financial obligation with the Cashier's Office upon notification by the College.

Federal Parent Loans (PLUS): These loans may not be included on the TPP worksheet.

Federal or Institutional College Work Study:

These programs may not be included on the TPP worksheet.

Billing Statements: Periodic billing statements are generated before and during each semester. These billing statements indicate the actual account status at the time they are printed. Students on the TPP should review the billing statements for any charges not listed on their worksheet or included in the installment payments. Charges not included in the TPP must be paid separately to the Cashier's Office. You are responsible for making payments on time even if you do not receive a reminder from the College.

Refunds: In the event a credit balance remains after all installments have been paid, the credit will be refunded to the student in accordance with the OCC Refund Policy. The details of the Refund Policy can be found in the OCC Catalog, the OCC Student Handbook, and in the semester registration tabloids.

Fees and Charges That Cannot Be Included in the Payment Plan: Books; supplies; Continuing & Professional Education tuition; credit by exam fees; library and parking fines; and prior semester unpaid obligations.

*Payment plan installments can now be made on the internet through your WebAdvisor account.

TUITION PAYMENT PLAN WORKSHEET

Complete this worksheet and return it to the Cashier's Office.

Non-refundable Contract Fee
\$30 (Part Time Fee) **\$50** (Full Time Fee)

- Semester Tuition & Fees** \$ _____
(Refer to bill/schedule)
- Number of Installments** \$ _____
- Amount of each Installment** \$ _____
(Divide line 1 by line 2)
- Contract Fee** \$ _____
(\$30 part time/\$50 full time)
- Amount due at contract setup** \$ _____
(Add line 3 & line 4)

Complete this section instead if paying more than the minimum amount due.

- Semester Tuition & Fees** \$ _____
(Refer to bill/schedule)
- Contract Fee** \$ _____
(\$30 part time/\$50 full time)
- Total Balance Due** \$ _____
(Add lines 1 & 2)
- Amount of Initial Payment** \$ _____
- Remaining Balance** \$ _____
(Subtract line 4 from line 3)
- Number of Installments** \$ _____
- Amount of remaining installments** \$ _____
(Divide line 5 by line 6)

Credit Card Payment (Check One)

- Visa MasterCard
 Discover American Express

Credit Card # _____

Security Code _____ Exp. Date _____

Card Holder _____

Card Holder Signature _____

Detach here and return worksheet