

POLICY

1. Regular Registration

Student bills for tuition and fees must be paid in full on or before the due date specified on the bill. Failure to make payment by the specified due date for tuition and fees will cause the courses selected to be voided from the student's schedule.

2. Late Registration

Student bills for tuition and fees must be paid in full at the time of registration. Registration for classes will not be accepted unless payment made in full.

3. Post Registration

Student bills for tuition and fees must be paid in full at the time of registration. Registration for classes will not be accepted unless payment is made in full.

4. Method of Payment

Personal, certified, or business checks or money orders are acceptable if made payable to Ocean County College. Checks or money orders must include the student's name and his or her social security number. The college also accepts cash, VISA and MASTERCARD. Personal checks and credit cards are not acceptable when financial deferments are involved.

A charge of \$20.00 will be assessed for all checks issued to the college and not paid upon presentation to the bank. Once a personal check is returned by a bank to the college it will not be re-deposited nor will the college accept another personal check in its place. Instead, payment will have to be made in cash or by certified check or money order.

Once payment has been made the check cannot be returned to the student if the student changes his or her mind about attending. Likewise, the student should not process a stop payment order at his or her bank. The college will treat a stop payment as a returned check and will apply the \$20.00 returned check charge. Instead, the student should go to the Office of Admissions and Records and process a drop form. The college will in turn generate a refund check in the appropriate amount.

5. Withholding Student Grades and Transcript

Grade reports and transcripts will not be released until the student's account balance is brought current.