



TUITION PAYMENT PLAN

FALL 2008

Cashier's Office
(732) 255-0324

Detach here and return contract

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 Fall 2008 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 15th of July, August, September, and October. The first installment is due at contract sign up. If you pay by check, make payable to **Ocean County College**.

Other acceptable forms of payment are cash, money orders, MasterCard, Visa, Discover, and American Express.

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 OCTOBER 15, 2008.

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 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 payments can not be made on the web, and will result in a late charge being applied to a student's account.

PAYMENT HISTORY RECORD

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

Deposits are only valid through June 30, 2008

Deposit date: _____ Amount: \$ _____

Your first installment payment is due:
(circle one)

July 15 August 15 Sept. 15 Oct. 15

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

7/15/08 \$ _____ 9/15/08 \$ _____

8/15/08 \$ _____ 10/15/08 \$ _____

Record your payment amount and type:

7/15/08 \$ _____ made by _____

8/15/08 \$ _____ made by _____

9/15/08 \$ _____ made by _____

10/15/08 \$ _____ made by _____

Cashier Office Hours:

Monday to Thursday 8:30am to 7:30pm

Friday 8:30am to 5:00pm

Closed Saturday, Sunday, and Holidays

Phone: (732) 255-0324

***Payment plan payments should not be made on the web and will result in a late charge.**

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

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

TUITION PAYMENT PLAN WORKSHEET

COMPLETE THE APPROPRIATE SECTION AND RETURN THIS PAGE TO THE CASHIER'S OFFICE

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

Until June 30, 2008, complete this section:

- Semester Tuition & Fees
(Refer to bill/schedule) \$ _____
- Deposit Amount
(\$50 part-time/\$100 full-time) \$ _____
- Balance Due
(Subtract line 2 from line 1) \$ _____
- Number of Installments 4
- Amount of each installment
(Divide line 3 by 4) \$ _____
- Amount due at contract setup
(Deposit plus contract fee) \$ _____

Complete this section starting July 1, 2008:

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

Credit Card Payment (Check One)

- Visa MasterCard
 Discover American Express

Credit Card # _____

Name of Card Holder _____

Security Code _____ Expiration Date _____

Card Holder
Signature _____

Detach here and return worksheet