



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Tuition Installment Payment
Procedure Number: 01-2004-0010
Board Policy Reference: IV.A.

Accountable Administrator: President
Position responsible for updating: AVP Finance and Business Operations
Original Date: May 10, 2004
Date Approved by Cabinet: 03/20/18
Authorizing Signature: *signed original on file*
Dated: 03/20/18
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Purpose/Principle/Definitions:

The Tuition Installment Payment Plan is designed to assist students in paying their tuition and fees by setting a reasonable timetable and structure for payment.

Guidelines:

- Students requesting the Tuition Installment Plan will be provided a payment plan which includes their tuition, fees, legal obligations, and payment deadlines dates. The payment plan must be signed and submitted to the Pendleton campus Service Center. The form can be completed at any BMCC location and forwarded to the Pendleton campus. An agreement is not binding for the college until a representative of the Business Office has signed the completed form. Upon signature, BMCC will return a copy of the official signed plan to the student via their BMCC email.
- The installment plan will consist of a down payment of \$100 plus a \$20 processing fee. The balance of tuition and fees will be paid in two installments due at the fourth and seventh week of the term or equivalent for terms of varying length.
- If a student has not made an installment plan payment, the Business Office will send a late fee reminder to the student's BMCC email address before applying late fees.
- Late Fees of \$15 will be charged for each late payment and can only be waived at the discretion of the AVP Finance & Business Operations, and extenuating circumstances must have occurred in order for the late fee to be waived. (See the Petition for Exception to Refund and Late Fee Penalty form on the BMCC website.)
- If a student has not made the full installment plan payment before Monday of week eight, the college will automatically drop the student from their next term(s) courses and the

student may not be eligible to defer tuition in future terms. The Registrar's office will send a reminder to students on the deferred tuition payment plan on Monday of week seven to remind them of the Friday of week seven deadline to make their final payment. The Registrar will send an additional email to students who have not paid their final tuition payment once they have been dropped from their future term(s) courses.

- If a student account is not paid in full by Monday of week eight, a "financial hold" will be placed on the account preventing the student from registering for future terms. Students should contact the Service Center or their Success Coach for help resolving the financial hold.
- The College may impose penalties on delinquent accounts such as: registration may be denied or cancelled, and the extension of credit, provision of services, grade reports, transcripts, diplomas, and graduation maybe withheld until such time that such indebtedness in paid in full.

Forms: Petition for Exception to Refund and Late Fee Penalty