

## TUITION PAYMENT PLAN CONTRACT

Send or bring this signed contract to the cashier's office with your contract fee and initial payment.

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 make changes to my schedule, 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 grades, 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 Info:

*(Please print or type all requested information)*

Name \_\_\_\_\_

Student I.D. # \_\_\_\_\_

Semester \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

STUDENT SIGNATURE (required)

DATE

## RECORD YOUR PAYMENT HISTORY ON THIS PAGE.

Keep with your important documents so that you can refer back to the terms of your payment plan.

My deposit date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

### My next installment payment is due:

*(circle one)*

July 10   August 10   September 10   October 10

### My payment due dates & amount:

*(as of deposit date)*

7/10/2018 \$ \_\_\_\_\_

8/10/2018 \$ \_\_\_\_\_

9/10/2018 \$ \_\_\_\_\_

10/10/2018 \$ \_\_\_\_\_

Student ID# \_\_\_\_\_

## CASHIER'S OFFICE

### Office Hours:

Mon-Thurs.....8:00am to 7:30pm

Friday..... 8:00am to 5:00pm

Closed Sat-Sun and Holidays

College Drive • P.O. Box 2001

Toms River, NJ 08754-2001

732-255-0324

TTY/TDD & Voice: NJ Relay 711

www.ocean.edu   AAA/EOE/ADA

# Tuition Payment Plan

## FALL 2018



Cashier's Office  
732-255-0324



## 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.

To participate, you must be registered for three or more credit hours in the semester. Multiple terms cannot be combined into a TPP. A separate TPP needs to be set up for each term.

The earlier you register, the more installment payments you will have available during the semester. For the Fall 2018 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 non-refundable contract fee, and the deposit payment.

Installments are due on the 10th 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. Payment plans can be set up in Ocean Connect/Student Finance and payments can be made online.

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

### ALL FINAL INSTALLMENT PAYMENTS MUST BE PAID BY OCTOBER 10, 2018.

A \$20 fee will be added to your account for partial, 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:** OCC will NOT send out any bills or statements. You are responsible for remembering payment plan due dates. Please keep this brochure for your records.

**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 brochures.

**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.

## TUITION PAYMENT PLAN WORKSHEET

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

**Non-refundable Contract Fee \$30**

Most participants should complete this section:

1. Semester Tuition & Fees  
(Refer to bill/schedule) \$ \_\_\_\_\_
2. Less Current Pending Fin. Aid  
(as of date of signing payment plan) \$ \_\_\_\_\_
3. Contract Fee (\$30) \$ 30
4. Payment Plan Amount \$ \_\_\_\_\_
5. Less Deposit (if applicable;  
includes \$30 Contract Fee) \$ \_\_\_\_\_
6. Balance of Tuition & Fees  
(Subtract line 5 from line 4) \$ \_\_\_\_\_
7. Number of Installments \$ \_\_\_\_\_
8. Amount of each installment  
(Divide line 6 by line 7) \$ \_\_\_\_\_

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9. Amount due at contract setup \$ \_\_\_\_\_

Complete this section ONLY if you are making more than the minimum payment

1. Semester Tuition & Fees  
(Refer to bill/schedule) \$ \_\_\_\_\_
2. Contract Fee (\$30) \$ \_\_\_\_\_
3. Balance Due  
(Add lines 1 and 2) \$ \_\_\_\_\_
4. Amount of initial Payment \$ \_\_\_\_\_
5. Remaining Balance  
(Subtract line 4 from line 3) \$ \_\_\_\_\_
6. Number of installments \_\_\_\_\_
7. Amount of Remaining Installments  
(Divide line 5 by line 6) \$ \_\_\_\_\_

Detach here and return worksheet