



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## FORMS OF PAYMENT

All fees must be paid in full by the date indicated under the Finances tab on mySDCCD.

Fees may be paid by credit card (Visa or MasterCard), check, money order, cashier's check or students may sign up for a Payment Plan in mySDCCD. A cancelled check or credit card statement will serve as a receipt.

If paying by check, or credit card, students may be administratively dropped if payment is not cleared by the bank; however this will not relieve the student's financial liability to the college.

If fees are being paid by a third party (e.g., tuition assistance, State Department of Rehabilitation, employer sponsorship programs, scholarships, etc.), the student must contact the college Student Accounting Office to process paperwork and complete registration prior to the due date provided at the time of registration.

**Payment Plans** allow students to pay their fees in installments. Students who owe more than \$250 in a term will be allowed to sign up, make a 20% down payment along with a **nonrefundable \$25 Payment Plan fee**, and make monthly payments.

- Students must have a minimum balance of \$250 in a term to be able to sign up for a Payment Plan for that term.
- Payment Plans are not available to students with anticipated Financial Aid or Veteran B
  - The \$25 fee is not refundable if students sign up for a Payment Plan and later become eligible for Financial Aid or Veterans Benefits.
  - If student become eligible for Financial Aid or Veterans Benefits those awards will be applied to the remaining balance on the payment plan. Certain types of Financial Aid may not apply to fees (e.g. bookstore awards).
- Payment Plans may be set up with 'Manual Payments' or 'Automatic Credit Card Payments'.
- Payment Plans are by term. **A \$25 charge from TouchNet will be assessed on each Payment Plan per term.**
- The final installment is due before the next term's registration period begins. A hold, preventing future enrollment, will be placed on the student's account who do not pay off their Payment Plan in full by the final installment's due date.
- Students on Payment Plans are required to purchase parking permits in person at the Student Accounting Office (students with a balance on their account cannot purchase permits online.)
- Payment Plans will recalculate the payment amounts under the following actions:
  - 1) When a class is added or dropped or cancelled.
  - 2) When new charges are added
  - 3) When a payment is applied
  - 4) When the student logs into TouchNet through mySDCCD

- **Adding classes after signing up for a Payment Plan:** If the next payment installment is due within 2 weeks, there will not be an increase to that next installment. The additional amount will be equally distributed across the remaining installments.
- **Dropping classes after signing up for a Payment Plan:** If charges are reduced, all future installments will be adjusted accordingly, regardless of when the next installment is due.
- If fees on the Payment Plan are not received by the final installment date, a hold will be placed on the student's account preventing future enrollment.

Contact the Student Accounting Office on campus if you have any questions or need assistance.