

# Payment

**PAYMENT DEADLINES:**  
**Wintermester: Dec. 10, 5 P.M.**  
**Spring: Jan. 8, 8 P.M.**

## PAYMENT POLICIES

CCCCD accepts cash, check, MasterCard, VISA, or Discover. Two-party, out-of-state, or temporary checks are not accepted. We require a valid Texas driver's license of the person signing the check and the student's Social Security number and local address. Personal checks submitted for any fees will have your student ID number written on them. If you prefer not to have your ID number on your check, please submit your payment by cashier's check, money order, or when appropriate cash (other than "mail-in" or "drop-off" registrations). College staff will write the student ID number where a student has not done so already.

Full payment must be received at any Cashier's Office by closing on the payment deadline date (See Telephone/Webline payment options). *Students with outstanding balances after 5 p.m. on Dec. 10 for Wintermester and after 8 p.m. on January 8 for Spring will be dropped from ALL classes. Partial payment will not prevent ALL classes from being dropped.*

**Students who register during On-Site Registration, Late Registration, or for weekend, Express, or mini-semester classes must pay in full at the time of registration.**

## PAYING BY DROP BOX

A drop box is located outside the SCC Cashier's Office. Drop box payments may be made only by check, money order, or cashier's check and must include the student's name, Social Security number, driver's license number of the person writing the check, and a daytime phone number.

## BALANCE INQUIRY

To verify that payment has been received and credited to your account, call Telephone Registration at 469.452.2222 or 469.757.2222 or log onto Webline at [www.ccccd.edu](http://www.ccccd.edu).

Although statements will be mailed to students registering before December 1 for Wintermester and before December 18 for Spring, students are required to make full payment prior to the payment deadline whether they receive a statement or not.

## THIRD PARTY BILLING

A voucher from the business or agency paying the tuition must be presented to the Cashier's Office prior to the payment due date.

## TELEPHONE/WEBLINE PAYMENT OPTIONS

### ENROLLMENT IS COMPLETE ONLY UPON FULL PAYMENT OF TUITION AND FEES.

The Cashier's Office advises students to pay tuition and fees when enrolling.

**Your registration will be cancelled if full payment is not received in the Cashier's Office by the payment deadline.**

- Enter your VISA, MasterCard, or Discover number\* and expiration date when you register via the Telephone/Webline system. For Telephone registration payments, use option 3 on the main menu. **OR**
- Pay with your check on Webline; **OR**
- Pay at the Cashier's Office during regular business hours prior to the payment deadline; **OR**
- Mail your statement with a check or money order (include the Texas driver's license number of the person signing the check and the student's Social Security number) to be received by the payment deadline (**postmarks are not a consideration**) to: CCCC, Cashier's Office, P.O. Box 869055, Plano, TX 75086-9055; **OR**
- Mail your statement with your credit card number, expiration date, and signature to the Cashier's Office (see address above) by the payment deadline (**postmarks are not a consideration**).
- After payment deadline (see page 8 for exact dates) an unpaid balance on ONE class at the close of the business day will cause you to be dropped from ALL classes, including those you have previously paid for on that day. For example: if at 9 a.m. you register for 9 hours and pay CCCC in full, and at 10:30 a.m. you register for 3 more hours and do not pay for these hours by the close of business that day, **you will be dropped from ALL 12 HOURS.**
- **If registration is cancelled for non-payment, it is the responsibility of the student to re-register in classes.**

*\* If you input a credit card number and expiration date to charge your tuition, the Telephone or Webline systems will indicate whether your tuition will or will not be charged to your credit card.*

## REFUNDS

The state-mandated refund policy is outlined below. 100 percent refunds are calculated based on withdrawals and drops occurring prior to each semester's first class day. Each semester's first class day is always the first official day of the semester, not the first day of an individual's class.

Students in cancelled classes, who do not add another class, will automatically be dropped and will receive a full refund.

Refunds are processed approximately 5 weeks after the first class day. Refund checks are mailed to students at the address on file in the Admissions and Records Office. Students who pay by credit card will have their account credited. **The \$2 non-refundable record fee and the \$2 non-refundable student ID fee will be deducted from all refunds.**

Spring Withdrawals	Refund
On or before Jan. 19: .....	100 %
Jan. 20–Feb. 5: .....	70 %
Feb. 6–11: .....	25 %
After Feb. 11: .....	None

## Tuition Installment Plan

**First day for deferment option is December 8.** The deferment process for Telephone and Webline early registration must be completed by 7 p.m. on Jan. 8. Deferment applications will be accepted Jan. 12, 13, 14, 15, and 16. Deferments are processed in the cashier's office at SCC, CPC, and PRC from 9 a.m. until one hour before closing.

**Stopping payment on your check will not cancel your payment plan.** Any refund due because of dropping or withdrawing from courses will be applied to any payment due. Official grades and transcripts may be withheld until all payments have been made. TUITION INSTALLMENT PLAN cannot be made online.

Second payment equal to 25 percent of all tuition and fees is due Feb. 12 at 5 p.m. Final 25 percent payment is due March 11 at 5 p.m. See the Cashier's Office for more details (including penalty for late payment).

## Withdrawals from Express Classes & Mini-Semesters

Refunds vary. Check with the Cashier's Office for specific dates and refund amounts.