



Edmonds Community College – 20000 68<sup>th</sup> Avenue West, Lynnwood, WA 98036-5999 (425) 640-1563

REQUEST FOR TUITION PAYMENT PLAN

\*Student Information Required \*(Please Print)

This Contract is invalid when the required fields\* are empty.

\*Student's Last Name: \_\_\_\_\_ \*Student's First Name \_\_\_\_\_

\*Student #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \*Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_

Payment options:

Please make sure your payment and paperwork arrives on or before your tuition due date.

- PAY IN PERSON: Cash, Check, Travelers Checks, Money Orders, and Credit card (Visa, Mastercard, Discover, and American Express).
• PAY BY MAIL: Please complete and sign this form. Send completed form along with your check or money order to the address above, Attn: Cashier's Office.
• PAY BY CREDIT CARD:
1. Please complete and sign this form.
2. Scan form and email to cashiersoffice@email.edcc.edu or FAX to (425) 640-1494.
3. Call Cashier's Office at (425)640-1563 to complete the process. Have your debit or credit card number ready.

PLEASE PAY ON TIME, OR MAKE ARRANGEMENTS IN ADVANCE OF DEADLINES. IF YOU DO NOT MAKE THE SECOND PAYMENT DEADLINE, YOUR CLASSES FOR THE QUARTER WILL BE WITHDRAWN-WITH NO REFUND. FOR THE THIRD PAYMENT, THE STUDENT IS RESPONSIBLE FOR THE REMAINING BALANCE AND WILL BE BILLED IF NOT PAID ON TIME.

(The first payment is 1/3 of tuition and fees plus a \$15.00 non-refundable fee (DP). This non-refundable fee is due every quarter that the payment plan is utilized.)

First Payment: \$ \_\_\_\_\_ 1/3rd plus \$15.00 (Divide the tuition by 3. Then add the \$15.00 non-refundable fee.)

Second Payment: \$ \_\_\_\_\_ 1/3rd (Divide tuition by 3.) If the second payment is not made on time, you will be dropped.

Final Payment: \$ \_\_\_\_\_ 1/3rd (Divide tuition by 3.) If final payment is missed, you will be billed.

Tuition payments are due per the following schedule provided below. (If the due date falls on a holiday or a weekend then the following business day will become the due date.)

Table with 4 columns: Fall, Winter, Spring, Summer. Rows include payment amounts (1/3 down & \$15.00 fee) and due dates (October 15, November 15, January 15, February 15, April 15, May 15, July 15, August 15).

Please note:

- For this payment plan to be valid, this signed completed form must be submitted along with the 1/3 down payment, plus the non-refundable fee of \$15.00.
• Payments of remaining tuition and fees are to be received at the above address or presented to the Cashier's Office in Lynnwood Hall by 4:30p on or before the above due date.
• Please remember to double check the math when dividing the total tuition. There is a possibility that the total tuition will not divide evenly. A Cashier will double check the math on the form and make corrections. Students will be notified of all changes.
• If an adjustment to the student's schedule has taken place after the first payment, the Cashiers' Office will divide the total amount due in half for the second and third payments.
• The second payment schedule timeline may be adjusted within a very short window of time (within a few days of the tuition due dates). Please notify the Cashiers' Office, before the second payment deadline, if changes need to be made with the payment schedule. An adjustment is only valid with the approval of the Cashiers' Office.
• The college is not responsible for sending students reminders of tuition due dates.
• Your classes will be withdrawn if the second tuition payment is not received by the tuition deadline, with no refund.
• Pursuant to state law (RCW 28B.10.293andRCW 19.16.500) any debts to the college will be increased by costs and expenses incurred in the collection such debts.

\*Student/ Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

I certify that I am at least 18 years of age and that I have read, understand and agree to the terms and conditions of this contract.

## Who qualifies for the Tuition Payment Plan?

**Most students qualify for the Tuition Payment Plan. However, the following students do not qualify for this plan:**

- **Financial Aid Students:** Financial Aid awards will be applied to pay your tuition and fees in full, so you do not qualify for this plan. Contact [Financial Aid Services](#) at (425) 640-1457 for more information.
- **ESL, ABE or GED students:** Do not qualify for this plan.
- **International students who are under the age of 18 do not qualify.** International students in the college and high school completion program may contact [YonHee Fisher](#) in the ISS office, for assistance at [yonhee.fisher@email.edcc.edu](mailto:yonhee.fisher@email.edcc.edu) or (425) 640-1188.
- **Students with Third Party Billing:** You do not qualify if someone else is paying your tuition, such as, Boeing, L&I, a branch of military, or any company that requests, in writing, that the college bill them for your tuition and pays it in full. (Third party billings do not include companies that reimburse students for out-of-pocket payments for tuition.)

## Payment Deadlines:

Students must make sure this form is completed and payment is made by the tuition due date.

Once the quarter has begun you have one business day to complete the tuition contract and payment.

### Instructions for Contract:

1. Complete all sections of the form. If you do not know your student ID number, please provide your social security number.
  2. If your address is different from what is currently on file with Enrollment Services, supplying a new address on this form will not update your account information with the college. **All address changes must go through Enrollment Services.**
  3. Your signature is required. If you are under the age of 18, a parent or guardian is also required to sign the form. We need their signatures to process the form.
  4. Submit the completed form, along with 1/3 of tuition and fees, plus the non-refundable \$15 fee as follows:
    - **PAY IN PERSON:** Cash, Check, Travelers Checks, Money Orders, and Credit card (Visa, Master card, Discover, and American Express).
    - **PAY BY MAIL:** Please complete and sign form. Send completed form along with your check or money order to the address above, Attn: Cashier's Office.
    - **PAY BY CREDIT CARD:**
      1. Please complete and sign this form.
      2. Scan form and email to [cashiersoffice@email.edcc.edu](mailto:cashiersoffice@email.edcc.edu) or FAX to (425)640-1494.
      3. Call Cashier's Office at (425)640-1563 to complete the process. Have your debit or credit card number ready.
- **Payment must arrive by tuition deadline, mailing the payment plan contract with payment is not recommended method of payment, due to tight tuition deadlines.**  
**Please make sure your 1<sup>st</sup> and 2<sup>nd</sup> payments arrive on or before your tuition deadline or you will be dropped from your classes, with no refund.**

**The non-refundable fee of \$15.00 with a minimum of a 1/3 of tuition and fees, must be submitted at the same time, with this signed and completely filled out payment contract to qualify for the Tuition Payment Plan.**

**If you register close to the 2<sup>nd</sup> tuition payment due date, you may be required to pay a minimum of 1/2 of tuition and fees, which must be submitted with this signed and completely filled out payment contract to qualify for the Tuition Payment Plan. The first payment must include the non-refundable fee of \$15.00.**

**PLEASE PAY ON TIME, OR MAKE ARRANGEMENTS IN ADVANCE OF DEADLINES. IF YOU DO NOT MAKE THE SECOND PAYMENT DEADLINE, YOUR CLASSES FOR THE QUARTER WILL BE WITHDRAWN-WITH NO REFUND. FFOR THE THIRD PAYMENT, THE STUDENT IS RESPONSIBLE FOR THE REMAINING BALANCE AND WILL BE BILLED IF NOT PAID ON TIME.**