

Continuing & Professional Education Tuition Payment Plan

SPRING 2019



Cashier's Office
732-255-0324



TUITION PAYMENT PLAN CONTRACT

Send or bring this signed contract to the Cashier's Office with your contract fee and initial 50% deposit 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 certificate. 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: \$ _____

Installments are due as follows:

- 50% due at registration
- 25% due by the first day of class
- 25% balance due 30 days after class begins

If an installment payment should fall on a Saturday or Sunday, the payment is due on the preceding Friday.

My payment due dates & amount:

(Deposit date)

___/___/2019 \$ _____

___/___/2019 \$ _____

___/___/2019 \$ _____

Student ID# _____

CASHIER'S OFFICE

Office Hours:

Monday-Thursday 8:00am to 8:00pm
Friday 8:00am to 5:00pm
Closed Saturday-Sunday 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

Detach here and return contract

TUITION PAYMENT PLAN WORKSHEET

Non-Refundable Contract Fee \$30

Cashier will complete this section:

1. Total course tuition <i>(Refer to bill/schedule)</i>	\$ _____
2. 50% deposit <i>(Divide line 1 by 2)</i>	\$ _____
3. Contract fee (Non-refundable)	\$30
4. Deposit plus contract fee <i>(Add lines 2 and 3)</i>	\$ _____
5. Balance of tuition for payment plan installments <i>(Line 2)</i>	\$ _____
6. Installment payment #1	\$ _____
7. Installment payment #2	\$ _____

TERMS AND CONDITIONS

The Ocean County College Tuition Payment Plan TPP provides a financial planning option that allows you to pay tuition in installments.

To participate, you must be registered for one of the following courses:

CEBM-739	Professional Bookkeeper Certification
CEBM-740	Business & Accounting Office Support Specialist
CEBM-741	Bookkeeping & QuickBooks Certificate
CECI-716	Network + & PC Administration
CECI-748	QuickBooks Certificate
CECI-750	Security +
CECI-785	Microsoft Office Specialist Certificate
CEHO-102-OL	Medical Term I & II Online
CEHO-127	Pharmacy Tech & PTCB Prep
CEHS-126	Dental Assisting
CEHS-168	EKG Technician Training
CEHS-188	Medical Billing & Coding Specialist
CEHS-283	Phlebotomy Technician Training
CEHS-305	Medical Assistant
CEHS-315	Pharmacy Tech & PTCB Prep
CEHS-318	Certified Nurse Aide (CNA)
CEHS-416	Veterinary Assistant
CEHS-419	Community Health Worker
CEPA-118	Animal Control Officer
CEPS-412	Fire Protection HHS Certificate

Contracts will not be accepted without the student's signature, the non-refundable contract fee, and the 50% deposit payment.

Installments are due as per payment schedule. The 50% deposit 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.

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

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 by the close of business on the day it is due.**

If any installment is 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.

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 booklet.

Fees and Charges that Cannot be Included in the Payment Plan: Books, supplies, credit by exam fees, library and parking fines, and prior semester unpaid obligations.

Detach here and return worksheet

