

## 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 \_\_\_\_\_

## 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 biweekly after initial deposit. If Installment payment should fall on a Saturday or Sunday, the payment is due on the preceding Friday.

My payment due dates & amount:

*(as of deposit date)*

\_\_\_\_ / \_\_\_\_ / 2015 \$ \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 2015 \$ \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 2015 \$ \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 2015 \$ \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 2015 \$ \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 2015 \$ \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 2015 \$ \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 2015 \$ \_\_\_\_\_

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

### CASHIER'S OFFICE

**Office Hours:**

Mon–Thu 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

www.ocean.edu AAA/EOE/ADA

# CPE Tuition Payment Plan

SUMMER  
2015

JUNE–AUGUST • SUMMER 2015

CONTINUING & PROFESSIONAL EDUCATION

[www.ocean.edu/cpe.htm](http://www.ocean.edu/cpe.htm)

Cashier's Office • 732-255-0324

\_\_\_\_\_  
STUDENT SIGNATURE (required)

\_\_\_\_\_  
DATE

## TERMS AND CONDITIONS

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

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

CEHS-305 Medical Assistant Certificate

CEHS-188 Medical Office Specialist

CEHS-165 Pharmacy Technician

CEHS-279 Patient Care Technician

CEHS-351 Yoga Teacher Training Certificate

CEHS-283 Phlebotomy Technician Training

The earlier you register, the more installment payments you will have available during the semester. 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 50% deposit payment.

Installments are due biweekly 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.

**ALL FINAL INSTALLMENT PAYMENTS MUST BE PAID NO LATER THAN 2 WEEKS AFTER THE START OF THE COURSE.**

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 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.

**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.

## TUITION PAYMENT PLAN WORKSHEET

Cashier will complete this section.  
Non-refundable Contract Fee \$30.00

1. Total course Tuition (Refer to bill/schedule)	\$
2. 50% Deposit (Divide line 1 by 2)	\$
3. Contract Fee (Non-refundable)	\$ <b>30.00</b>
4. Deposit plus contract fee (Add line 2 and 3)	\$
5. Balance of Tuition for Payment Plan installments (Line 2)	\$
6. Number of Installments	
7. Biweekly Payment (Divide line 5 by line 6)	\$