Introducing the Interest-Free Monthly Payment Plan Option

Going to college does not have to be a financial burden. The interest-free payment plan option is a smart way to pay for your education at NCC. The payment plan is not a loan; it is a convenient way for you to spread the cost of your education at NCC into affordable monthly payments.

Terms & Conditions

- NCC Payment Plan Fees:
  - $35 Enrollment fee (nonrefundable)
  - $25 Late fee
  - $25 Return check fee

- The enrollment process must be repeated each semester; enrollment is not automatic. Summer semesters are combined into one plan and require a minimum registration period of 10 weeks of instruction.

- If the student account balance changes after payment plan enrollment, the monthly payment is adjusted and revised payment coupons provided. NCC may require additional down payment for accounts that increase after enrollment.

- A student who drops or withdraws from NCC or does not attend classes will be responsible for payment of their account balance according to the NCC Policies, Procedures and Academic Calendar.

- Financial Aid received after enrollment in the payment plan will adjust the payment schedule accordingly. Balance not covered by financial aid is divided equally by the number of monthly payments remaining on the plan. Any credit balance on the account is refunded to the student’s refund preference, and the account is closed.

- Financial aid does not replace the monthly payment due unless the account balance is zero.

- Monthly payments should be placed in the drop box located to the right of the main entrance to the Student Enrollment Center-Main Campus and cannot be taken at the Bursar windows. Monroe Campus drop box is located near the entrance to Keystone Hall.

- Method of payment: Check, recurring credit card authorization or online credit card payment (recurring credit card authorization must be requested at time of enrollment.)

- I authorize Northampton Community College to release my account information to the bill payer indicated on the Enrollment Form or to the cardholder if cardholder is someone other than the student.

- Failure to receive a bill or coupons from NCC does not relieve student of the responsibility to make payments by the due dates.

- Make checks payable to: NCC

- Remit address: Northampton Community College – Bursar’s Office
  - Payment Plan
  - 3835 Green Pond Road
  - Bethlehem, PA 18020

*No post-dated checks accepted.

Remember to include your payment coupon and write your student ID# on your check.

- Students may pay monthly payments through a recurring charge card authorization. Cards will be charged on the 1st of each month for the payment amount due on that date. If billing amount changes after enrollment, the student and cardholder will be notified and the new monthly payment will be charged. To request automatic credit card billing, check the appropriate box on the enrollment form.

- Payment plan enrollment may be denied to students with a negative credit history at NCC. If a scheduled payment is missed, NCC may cancel the payment plan and the entire account balance will become due and payable to NCC upon demand. Classes may be dropped with no refund and student may not be eligible for the payment plan in a future semester. Delinquent accounts are reported to a national credit bureau, a private collection agency and additional collection costs will be charged and become the responsibility of the student. College policy does not allow registration for future sessions or the receipt of transcript, grades or diploma until the account balance is paid in full. Payment arrangements do not satisfy this requirement.

- Enrollment for mid-session and specialized programs requires approval by the Bursar’s office prior to enrollment.

- Direct questions to: Bursar’s Office 610-861-5407
  - www.northampton.edu/paymentplan
How to apply

- Register in classes before enrolling.
- Online enrollment is available for Fall and Spring by logging into student’s MyNCC account.
- To enroll by mail, fill out the attached enrollment form and send to the remittance address along with payment. Payment must include your $35 enrollment fee and required payments as indicated to the right.
- Summer Payment Plan enrollment is available in person or by mail, fax, scan and email form with payment information to the Bursars Office.
  - Fax 610-861-4111
  - Bursar@northampton.edu

Important: Enrollment must be received prior to the tuition due date. (See Academic Calendar)

Enrollment Period and Due Dates

<table>
<thead>
<tr>
<th>Semester</th>
<th>Due Date</th>
<th>Amount Due</th>
<th>Number of Remaining Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Enroll Before 7/15</td>
<td>$35 + 1 payment</td>
<td>4 (8/1, 9/1, 10/1, 11/1)</td>
</tr>
<tr>
<td>Fall</td>
<td>Enroll Between 7/15 - Tuition Due Date</td>
<td>$35 + 2 payments</td>
<td>3 (9/1, 9/10, 11/1)</td>
</tr>
<tr>
<td>Spring</td>
<td>Enroll Before 12/15</td>
<td>$35 + 1 payment</td>
<td>4 (1/1, 2/1, 3/1, 4/1)</td>
</tr>
<tr>
<td>Spring</td>
<td>Enroll Between 12/15 - Tuition Due Date</td>
<td>$35 + 2 payments</td>
<td>3 (2/1, 3/1, 4/1)</td>
</tr>
</tbody>
</table>

Must be enrolled in both

<table>
<thead>
<tr>
<th>Semester &amp; Grade Level</th>
<th>Due Date</th>
<th>Amount Due</th>
<th>Number of Remaining Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer I &amp; II</td>
<td>Enroll Before 5/1</td>
<td>$35 + 0 payments</td>
<td>3 (5/15, 6/15, 7/15)</td>
</tr>
</tbody>
</table>

Enrollment must reach us by these dates. If there is not enough time for enrollment to reach us by the deadline, enrollment must be completed in person at the Bursar’s Office Main Campus or Enrollment Service’s Monroe Campus or online. Enrollments received after the enrollment period or with insufficient payment may cause classes to be dropped.

*Online enrollment accepted through the tuition due date for fall and spring semesters.

ENROLLMENT FORM

Session________ Year________

_______________________________________
Student Last Name

_______________________________________
Student First Name

_______________________________________
Student ID# or last 4 digits of Social Security #

Address

City

State_________________Zip Code__________________

Phone (______)_________________________________

Student Signature _______________________________

I have read, understand and agree to be bound to all payment plan terms and conditions outlined in this document.

Complete Bill Payer information if bill is being paid by someone other than the student.

Bill payer Last Name

Bill payer First Name

Address

City

State_________________Zip Code__________________

Phone (_____) _________________________________

Monthly Payment Calculation

1. Total Amount Billed $_____________
   (Include: tuition, fees, housing, meals)
2. Pending Financial aid $(___________)
3. Admission Deposit Paid $(___________)
4. Total Deductions $(___________)
   (line 2 + line 3)
5. Total Payment Plan Budget $_____________
   (Line 1 – line 4)
6. Monthly Payment $_____________
   (Fall & Spring Line 5 divided by 5)
   (Summer I & II combined – divided by 3)

Return enrollment form, $35 fee, plus required number of monthly payments (see chart) to:

Northampton Community College-Bursars Office
Payment Plan
3835 Green Pond Road
Bethlehem, PA 18020

☐ Check Enclosed   Amount $__________

Credit Card Authorization
Amount Authorized $__________
Cardholder Name ________________________
Cardholder Billing Address
Street____________________________________
City_________________State________Zip___________
Telephone No._____________________________

☐ Mastercard ☐ Visa ☐ Amex ☐ Discover

Card Number _______________________________
Exp. Date ________/_______Security Code _______
Cardholder Signature _________________________
Date ____________________

☐ Check BOX – Please charge the above card EACH Month for the payment amount due at that time.

REV 5/18