INSTRUCTIONS:

How to enroll in the payment plan:

1. Register for your classes (credit classes only)
2. Enroll in the payment plan in one of the following ways:
   - **On-line - the most convenient way to enroll!**
     - Fall and Spring semester enrollment may be completed on-line by the tuition due date. Online options are currently not available for the Summer plan.
     - Go to your MyNCC Tuition Bill and Set Options for the desired Session and Year
     - Select “Apply Online for a Payment Plan”
   - **By mail or fax**
     - Use the enrollment form below
     - Fax to 610-861-5551 with your credit card information
     - Allow 7-10 business days for mail to reach us
   - **In person**
     - At the Bursar's Office Main Campus or the Enrollment Office Monroe Campus

Enrollment Information:

- **Your enrollment form and payment** must reach us by the tuition due date and include the fee and required number of payments.
- Payment plan enrollment dates are for payment plan enrollment periods only and do not refer to your tuition due date.
- If there is not enough time for enrollment to reach us by mail, you may enroll by fax, on-line or in person.
- Enrollments received after the tuition due date, or with insufficient payment may not guarantee your credit course registration and may be returned to the sender.
- Please confirm receipt of your payment plan enrollment by checking your tuition bill on MyNCC. We cannot confirm receipt of mail or fax over the telephone.

**Important Note:** Enrollment must be completed on or before your tuition due date to guarantee your class registration. Students who register after the tuition due date but by the last day to add classes have 3 business days to enroll in the payment plan or pay tuition in full.

### Fall & Late-Fall Semester – Plan Period July 1 to November 1

<table>
<thead>
<tr>
<th>Enrollment Period</th>
<th>Enrollment Due Date</th>
<th>No Payments Due</th>
<th>Enrollment Fee</th>
<th>Remaining Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>July 15</td>
<td>1</td>
<td>$35</td>
<td>4 (8/1-11/1)</td>
</tr>
<tr>
<td>Period 2</td>
<td>July 16-Aug 15</td>
<td>2</td>
<td>$35</td>
<td>3 (9/1-11/1)</td>
</tr>
<tr>
<td>Period 3</td>
<td>Aug 16-Sept 15</td>
<td>3</td>
<td>$35</td>
<td>2 (10/1-11/1)</td>
</tr>
</tbody>
</table>

### Spring & Late-Spring Semester – Plan Period December 1 to April 1

<table>
<thead>
<tr>
<th>Enrollment Period</th>
<th>Enrollment Due Date</th>
<th>No Payments Due</th>
<th>Enrollment Fee</th>
<th>Remaining Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Dec 15</td>
<td>1</td>
<td>$35</td>
<td>4 (1/1-4/1)</td>
</tr>
<tr>
<td>Period 2</td>
<td>Dec 16-Jan 15</td>
<td>2</td>
<td>$35</td>
<td>3 (2/1-4/1)</td>
</tr>
<tr>
<td>Period 3</td>
<td>Jan 16-Feb 15</td>
<td>3</td>
<td>$35</td>
<td>2 (3/1-4/1)</td>
</tr>
</tbody>
</table>

### Summer I & 2 Combined or 10 Week – Plan Period April 15 to July 15

<table>
<thead>
<tr>
<th>Enrollment Period</th>
<th>Enrollment Due Date</th>
<th>No Payments Due</th>
<th>Enrollment Fee</th>
<th>Remaining Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>May 1</td>
<td>0</td>
<td>$35</td>
<td>3 (5/15-7/15)</td>
</tr>
<tr>
<td>Period 2</td>
<td>May 2</td>
<td>1</td>
<td>$35</td>
<td>3 (6/15-7/15)</td>
</tr>
</tbody>
</table>

The summer payment plan is only available to students registered in both the Summer I and Summer II Sessions or the 10-week Summer I Session. One 6-week session does not qualify for the payment plan.

### NCC Payment Plan Fees:

- $35 Enrollment fee
- $25 Late fee
- $25 Return check fee
ENROLLMENT FORM

Please print legibly—all information is required for enrollment in the plan

Session __________  Year __________

Student Name __________________________
  Last __________  First __________  MI __________

Student ID #________________________  Soc. Sec. #________________________

Address __________________________________________

City __________________________  State __________  Zip __________

Day Phone (____) __________  Eve Phone (____) __________

Student Signature

I understand and accept the terms and conditions of the payment plan and authorize Northampton Community College to release my account information to the bill payer or cardholder indicated.

Monthly Payment Calculation

1. Total amount billed __________________________ $___________
   (Include: tuition, fees, housing, meals)
2. Pending financial aid __________________________ $(___________)
3. Admission deposit paid __________________________ $(___________)
4. Total payment plan budget (Line 1 – Lines 2 & 3)….. $___________
5. No. of monthly payments in your plan
   Fall & Spring Sessions = 5
   Summer I & II or 10-week session = 3 __________________________
6. Monthly payment amount (Line 4 ÷ Line 5)……..... $___________
7. Number of monthly payments due now __________
   (See Chart above)
8. Total monthly payment amount due (Line 6 x Line 7) $___________
9. Plus enrollment fee __________________________ $___________ 35.00
10. TOTAL AMOUNT DUE (Line 8 + Line 9)_________ $___________

Credit Card Authorization:

Cardholder __________________________
  Last __________  First __________  MI __________

Billing Address __________________________________________

City __________________________  State __________  Zip __________

Day Phone (____) __________  Eve Phone (____) __________

☐ MasterCard  ☐ Visa  ☐ American Express  ☐ Discover

Card Number __________________________

Exp. Date _________ / _________  Security Code __________

Cardholder Signature __________________________

Date __________________________

☐  Please charge the above card each month for the payment amount due at that time.

Bill Payer Information:

Complete if bill payer is not the student.

Bill Payer __________________________
  Last __________  First __________  MI __________

Address __________________________________________

City __________________________  State __________  Zip __________

Day Phone (____) __________  Eve Phone (____) __________

Note: Enrollment must reach us by the tuition due date to guarantee your registration.

Return enrollment form, the $35 fee plus required number of monthly payments to:

By Mail: Northampton Community College
  Attn: Payment Plan
  3835 Green Pond Road
  Bethlehem, PA 18020

Fax: 610-861-5551  Requires creditcard information

☐  Check Enclosed  Amount $___________
NCC TUITION PAYMENT PLAN

Payment Plan Terms and Conditions:

- Students wishing to enroll in the payment plan need to complete the enrollment process each semester; enrollment is not automatic. Summer I & II sessions are combined into one plan.
- Payment plan enrollment for mid and nonstandard session courses must be completed during the enrollment period for the regular session.
- Enrollment in the payment plan is available to students in good financial standing with the college. Decision to allow enrollment is at the discretion of the bursar’s office. Students who have defaulted on a payment plan in the past or have a negative credit history may not be permitted to enroll.
- The payment plan budget is subject to revision at any time and does not supersede the balance due on the students’ official student account record. The student is always responsible for payment according to the balance due on the official student account record. If the student account balance increases or decreases 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 NCC policies and procedures.
- 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 according to their selected BankMobile Refund Preference and the account is closed.
- Financial aid does not replace the monthly payment due unless the account balance is zero.
- Failure to receive a bill or coupons from NCC does not relieve student of the responsibility to make required payments by the due dates. Payments are due on the 1st of each month for Fall/Spring, 15th for Summer.
- Monthly payments cannot be accepted at the bursar windows unless the account is being paid in full in advance (before October 15-Fall, March 15-Spring, June 15-Summer).
- Method of payment: Online credit card (through MyNCC), Check or Money Order.
- Do not send a post-dated check. Post-dated checks will not be held. Post-dated checks returned by the bank will be subject to a Return Check Fee.
- 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.
- By indicating a third party bill payer or credit card holder, the student authorizes Northampton Community College to release the student's account information to the named third party.
- Students paying through a recurring charge card authorization must request this method of payment at the time of enrollment. Cards will be charged on the due date 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, complete the Credit Card Authorization and check the appropriate box on the enrollment form.
- Make checks payable to NCC and mail with payment coupon to: Northampton Community College Payment Plan 3835 Green Pond Road Bethlehem, PA 18020