

INSTALLMENT PAYMENT PLAN

1. A student may pay for tuition, mandatory fees, room and board by one of two methods: (a) payment in full (one payment) or (b) payment in installments. Once a payment plan has been chosen, it may not be changed.
2. All scholarships and awards provided by the College and all federal and state grants and loans will be applied toward the full amount due the College for the payment of tuition, fees, and other charges before installment payments are scheduled.
3. The payment plan option has a \$30 one time service fee and is available online through the Clarendon College website student portal <https://student.clarendoncollege.edu/login.asp>
4. Payment plan options vary by the date of registration and by the length of the semester.
5. All payments are made electronically, and it is the student's responsibility to ensure the availability of funds.
6. All payments must be made on or before the scheduled due date.
7. Students who fail to make scheduled payments:
 - a. Will have a hold placed on their records;
 - b. Will be prohibited from registering for classes;
 - c. Will still be responsible for the full amount due under the contract;
 - d. Will be responsible for all attorney or collection fees for accounts in default;
 - e. Will receive no awards, diplomas, and records, including but not limited to official transcripts to which they would otherwise be entitled.
 - f. Could and/or will be prohibited from participation in all college activities. (i.e. graduation, athletic programs or other college sponsored events.)
 - g. Upon full payment of the amount due, the hold will be released.
8. Students adding courses will be required to pay the full cost for the additional courses at the time the courses are added.
9. Students dropping hours will pay installments on the basis of the original installment contract. All refunds will be applied to the installment payment. (For students receiving Title IV aid, refunds will be applied in accordance with federal refund guidelines.)
10. Students withdrawing from the College must pay all amounts owed. Withdrawal does not cancel or void the installment payment plan contract.