

## METHODS OF PAYMENT

### THE COLLEGE ACCEPTS THE FOLLOWING METHODS OF PAYMENT:

#### WEB PAYMENTS

1. **Credit Cards** – American Express, Discover, MasterCard or Visa
2. **Debit Cards** – Must have a Master Card or Visa affiliation
3. **WEBCheck** – Must be an individual checking or savings account
  - a. **Company checks** may be rejected after submission to the bank due to debit blocking by the company and result in a \$30 return check charge.
  - b. **Loan Checks from Credit Cards or other financial institutions** will be rejected after submission to the bank and result in a \$30 returned check charge.
  - c. **The College assesses a \$30 processing fee** for each stopped-payment or returned check. An individual who has had a check returned must then pay the College by cash, cashier's check, money order or credit card.
4. **Installment Payment Plans** will capture the Scheduled Method of Payment and use that for future dated payments. The students may use the Student Account System to change a scheduled method of payment for the automated payment process.

#### IN PERSON PAYMENTS AT ANY CAMPUS BUSINESS OFFICE

1. **Credit Cards** – American Express, Discover, MasterCard or Visa
2. **Debit Cards** – Must have a Master Card or Visa affiliation
3. **Debit Cards** – PIN Based
4. **Checks**
  - a. **Personal Checks** in which the student is an authorized signer on the account or if the authorized signer on the account is present may be converted to an electronic payment from the account. These are referred to as POP checks. The Cashier will inquire as to whether you agree to have the check converted to an electronic payment. If you agree the check will be returned to you upon completion of the cashiering transaction along with an electronic agreement receipt.
  - b. **Personal Checks** in which the student is NOT an authorized signer on the account and the authorized signer is not present will be processed as a normal Paper Check and included with the normal deposits of the College.
  - c. **Company Checks, Cashier Checks or Money Orders** will be processed as a normal Paper Check and included with the normal deposits of the College
  - d. **Loan Checks from Credit Cards or other financial institutions** will be processed as a normal Paper Check and included with the normal deposits of the College
  - e. **The College assesses a \$30 processing fee** for each stopped-payment or returned check. An individual who has had a check returned must then pay the College by cash, cashier's check, money order or credit card.
5. **Cash** – Legal Currency of the United States

## **CREDIT CARD ACCOUNT VERIFICATION – AUTHORIZATION**

An individual who uses a credit card to pay tuition or fees authorizes the College to communicate with the credit card issuer and/or financial institution for the limited purpose of verifying information related to use of the credit card at the College, such as verification of account number, verification of a transaction, or verification of a student's signature.

San Jacinto College will not be responsible for multiple holds being placed on your credit card or debit card by your bank or the card issuer.

## **DELINQUENT ACCOUNTS**

Currently enrolled students who are delinquent in repaying a loan, are responsible for a returned check, or have failed to pay appropriately and on time any other debts to San Jacinto College (not including library and traffic fines ) will receive warning notices informing them that they must pay their debts by a certain date or be withdrawn from all classes. If they do not pay by the designated date, the College may withdraw them from all classes, and they may not be reinstated during that term.

Students must pay all debts—including tuition, fees, fines, returned check penalties, College generated loans and restitution for loss of or damage to college property before they may re-enroll, receive a diploma, or have a request for an official transcript honored.

In the event of failure to pay the Installment Payment Plan (IPP) or Financial Aid Short Term Loan (FASTL) at its maturity, and if the same is placed in the hands of an attorney or collections agency, the student shall be responsible for all expenses and expenditures, including reasonable attorney's fees and costs incurred, protecting the College's interest, rights and remedies on the Installment Payment Plans or Financial Aid Short Term Loan or returned checks.

The College charges a late fee of \$25 for late payment of any IPP's or FASTL's. The College assesses a \$30 processing fee for each stopped-payment or returned check. Returned checks include electronically converted checks that have been rejected by the College bank. An individual who has had a check returned must then pay the College by cash, cashier's check, money order or credit card.

A student who is in default on a government student loan for attendance at San Jacinto College may not receive an official academic transcript or diploma unless the student has made six consecutive voluntary monthly payments on the defaulted loan.