



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## FORMS OF PAYMENT

All fees must be paid in full by the date indicated under the Finances tab on mySDCCD.

Fees may be paid by credit card (Visa or MasterCard), check, money order, cashier's check or students may sign up for a Payment Plan in mySDCCD. A cancelled check or credit card statement will serve as a receipt.

If paying by check or credit card, students may be administratively dropped if payment is not cleared by the bank; however this will not relieve the student's financial liability to the college.

If fees are being paid by a third party (e.g., tuition assistance, State Department of Rehabilitation, employer sponsorship programs, scholarships, etc.), the student must contact the college Student Accounting Office to process paperwork and complete registration prior to the due date provided at the time of registration.

**Payment Plans** allow students to pay their fees in installments. Students who owe a minimum of \$250 in a term will be able to sign up, make a 20% down payment along with a **nonrefundable \$25 Payment Plan fee**, and make monthly payments.

- Students must have a minimum balance of \$250 in a term to be able to sign up for a payment plan for that term.
- Payment plans are not available to students with anticipated financial aid or veterans benefits.
  - o The \$25 fee is not refundable if a student signs up for a payment plan and later becomes eligible for financial aid or veterans benefits.
  - o If a student becomes eligible for financial aid or veterans benefits, those awards will be applied to the remaining balance on the payment plan. Certain types of financial aid may not apply to fees (e.g. bookstore awards).
- Payment plans may be set up with 'Manual Payments' or 'Automatic Credit Card Payments'.
- Payment plans are by term. **A \$25 charge from TouchNet will be assessed on each payment plan per term.**
- The final installment is due before the next term's registration period begins. A registration hold, preventing future enrollment, will be placed on student accounts with an unpaid payment plan balance remaining after the final installment date has passed.
- Students on a payment plan are required to contact the Student Accounting Office to purchase a parking permit (students with a balance on their account cannot purchase a permit online).
- Payment plans will recalculate the payment amounts under the following actions:
  - 1) When a class is added, dropped or cancelled
  - 2) When new charges are added
  - 3) When a payment is applied
  - 4) When the student logs into TouchNet through mySDCCD

- **Adding classes after signing up for a payment plan:** If the next payment installment is due within 2 weeks, there will not be an increase to that next installment. The additional amount will be equally distributed across the remaining installments.
- **Dropping classes after signing up for a payment plan:** If charges are reduced, all future installments will be adjusted accordingly, regardless of when the next installment is due.
- If fees on the payment plan are not paid by the final installment date, a hold will be placed on the student's account preventing future enrollment.

For questions about payment processing, call TouchNet support at (833) 269-3675.

For questions regarding your SDCCD account, contact the Student Accounting Office.