Terms and Conditions

The Middlesex County College Payment Option Plan (POP) provides a tuition payment method that allows students to meet their financial obligations in three installments.

Participation in the plan requires that you be registered for a minimum of six credits during the semester. Multiple semesters cannot be combined in the Payment Option Plan.

*Students must enroll in the plan on or before their tuition due date.*

For the Fall 2016 semester, the first installment, plus the plan fee, are required at the time you sign this contract.

*Contracts will not be accepted without the student’s signature, the non-refundable contract fee, and the initial payment.*

The first installment is due when signing up for the contract. The remaining installments will be due on September 22, 2016 and October 20, 2016. Payments made by check should be made payable to Middlesex County College. MCC also accepts cash, money orders, Visa, Discover, and MasterCard. Installments may also be made using WebAdvisor, once the contract is established and the initial payment is made.

All payments should include the student’s name and social security/ student I.D. number.

In the event that a payment is not made when due, MCC may cancel the contract with the student and the total outstanding plan balance will be due immediately. Future participation in the payment option plan may be denied. MCC has the right to employ other collection methods such as: class withdrawal, registration blocks, withholding the release of transcripts, and using professional collection agencies, litigation and credit bureau reporting. The additional costs of collecting the outstanding debt may be added to the student’s account.

Returned Checks:

MCC charges a $25 fee for checks returned by your bank for any reason.

Refunds:

In the event that a credit balance remains on your account after all payments are made, the credit will be refunded to the student as noted in the MCC refund policy.

Fees and Charges Excluded from the Payment Plan:

Books; supplies; Professional & Community program tuition and fees; library and parking fines; testing fees; and prior semester unpaid obligations.
Payment Option Plan Worksheet

Complete the appropriate section and return this page to the Office of Student Account Services.

1. Total Semester Charges
   $\phantom{000000000} . \phantom{00000000000}$
   \[\div \phantom{0} 2\]

2. Installment Amounts
   $\phantom{000000000} . \phantom{00000000000}$

3. non-refundable Contract Fee
   $\phantom{000000000} . \phantom{00000000000} + \hspace{1cm} 25.00$

4. Payment #1 Enclosed
   $\phantom{000000000} . \phantom{00000000000}$

5. Plan Balance (Line 1 minus Line 2)

Contact Information
Office of Student Account Services, CH-2nd Fl.
2600 Woodbridge Avenue
PO Box 3050
Edison, NJ 08818-3050

Phone: 732.548.6000, Ext. 3572
Fax: 732.906.7790
Web: www.middlesexcc.edu

Hours:
- Tues. and Wed. 8:30 a.m. – 4:30 p.m.
- Mon. and Thurs. 8:30 a.m. – 6:30 p.m.
- Fri. Closed

Payment Method
- Cash (do not mail)
- Check
- Credit Card: □ Visa □ Master Card □ Discover

Web - Log on Campus Cruiser at http://prod.campuscruiser.com/middlesexcc
Click WebAdvisor, then click Make a Payment (under the Financial Profile.) After you make your first Fall 2016 online payment, you must fax your Payment Plan Contract to the Office of Student Account Services.

Student’s Name ___________ Student’s ID# ___________ Amount Due ___________

Credit Card Number (Visa, MasterCard, or Discover)

Exp. Date

Cardholder’s Name (Please print)

Address

City ___________________________ State ___________ Zip Code ___________

Authorized Signature ___________ Date ___________
Tuition Payment Plan
Contract

Send or bring this signed contract to the Office of Student Account Services with your contract fee and initial payment

I understand and agree to the following:
All contracts are subject to review and approval by MCC. I am enclosing the contract fee, which is nonrefundable unless MCC chooses not to approve the contract. MCC holds me responsible for payments regardless of the source(s) of payment. I will be responsible for paying any balance(s) on my account not covered by this plan. If I decide to make changes to my schedule, I must contact the Office of Student Account Services to discuss my financial obligation to the College. My account must be fully satisfied for the release of my grades, transcripts, and degree. This payment plan is for one semester. The College will initiate various collection actions against me if I default on this agreement. The College may, in the event of my default on this agreement, require me to pay all collection costs and attorney fees.

Payment Plan

Total Charges: $ ______________________
Payment #1: $ ______________________
Plan Balance: $ ______________________

Student Information

Student’s Name__________________________________________________________

|  |  |  |  |  |

Student’s Social Security #

|  |  |  |  |  |  |  |

Student’s ID#

__________________________________________________________
Address

__________________________________________________________
City

__________________________________________________________
State Zip Code

(____) - ______________________
Phone #

_________________________________________ _______________________
Signature Date