

**Williamsburg Technical College
PROCEDURE**

SECTION B – ADMINISTRATION AND FINANCE

Title PAYMENT OF STUDENT FEES	Number B-6.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 3
Approval Vice President _____ President _____	Supersedes Procedure No. B-6.1 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. TUITION AND FEES

- A. All tuition and fees are to be paid in full at the time of registration unless payment arrangements have been made. Tuition and fees are subject to change at any time by action of the State Board for Technical and Comprehensive Education or the Area Commission. For current tuition and fees, go to www.wiltech.edu.
- B. No student may reenroll, graduate, receive grades, or receive a transcript of academic record until all indebtedness to the college has been settled. The registration process is not complete until tuition and fees are paid to the Business Office and the student receives a copy of his scheduled classes stamped "Paid."
- C. Some employers desire to pay for certain courses and fees for their employees attending Williamsburg Technical College. This is acceptable, provided the employer furnishes the Vice President for Business Affairs or the Vice President for Student Affairs with a written authorization to charge them for the fees.

II. TUITION FOR SENIOR CITIZENS

Williamsburg Technical College, as a state-supported college under the State Board for Technical and Comprehensive Education, is authorized to admit senior citizens (age 60 and older) to degree, diploma, or certificate program classes on a space-available basis without payment of tuition. Student fees and course materials are the responsibility of the student.

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III. DEFERMENT OF TUITION PAYMENT

**Deferred Tuition Payment Plan
Terms and Conditions**

1. The \$30 nonrefundable processing fee must be paid by cash, check, or credit card and cannot be charged to any type of scholarship, sponsorship, or financial aid.
2. The plan cannot be used for balances of less than \$100.
3. The payment plan is for tuition and fees only.
4. Any type of assistance such as financial aid, scholarship, or sponsorship must be used before any balance of tuition can be charged to the payment plan.
5. The deferred payments may be used by students who have not completed the financial aid process or other authorizations for payment of tuition. Any unpaid classes not covered by the payment plan will be dropped from the student's schedule.
6. The tuition can be paid anytime but at least two payments for the amount due must be paid by dates specified by the Business Office.
7. A late fee of \$25 will be charged for each late payment, including anyone who has not finalized their financial aid, scholarship, or sponsorship.
8. Payments will be accelerated for any student who enters into the payment agreement and subsequently receives financial aid, scholarship, or sponsorship. All outstanding balances owed, including any late fees, will be deducted before any balance check will be issued to the student.
9. If an account becomes delinquent, it will be placed on a "hold" status. Registration will not be allowed; future classes already registered will be dropped; transcripts and diplomas will not be issued; and the student will not be allowed to participate in graduation activities until the account is paid.
10. Once an account becomes delinquent, unpaid accounts will be placed in the College's regular billing cycle. A student will receive up to three bills. The third bill informs the student that the account will be turned over to a collection agency, the South Carolina Tax Commission, and the credit bureau. Any collection costs incurred will be added to the account balance.
11. After notification of financial aid award, a student should check with the Business Office to be sure his or her account is paid in full before discontinuing payments.
12. Refunds of tuition and fees are per College policy. Refunds and applicable financial aid will first be used to repay any outstanding balance due.
13. A new Deferred Tuition Payment Plan will have to be signed if additional classes are added.

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IV. LATE REGISTRATION FEE

Students who enroll during the first week of class will be assessed a \$20.00 late registration fee.

V. TUITION FOR AUDITING A COURSE

Tuition and fees for auditing a course shall be the same as for taking the course for credit.