

## Registration and Fee Payment

The act of registering for a class at WITC creates an obligation to pay. **Non-payment may result in your classes being dropped.** Payment or payment agreement (see below) is due 7 days prior to the first day of term. Students registering for classes 7 days prior to term start or during the first week of the term must make payment the same day they register. Anyone who registers once classes begin and is dropped for non-payment will still be responsible for partial payment.

Students may make the payment by:

- Cash, check, or money order
- Visa, MasterCard, or Discover
- Participation in the "TouchNet" payment plan
- Deferring against "agency" funding. An authorization form must be on file with the campus Business office
- Deferring against financial aid. Students may defer payment of their tuition and fees if they have been awarded aid or have anticipated financial aid.
- Students may not attend and participate in a class for which they have not registered and paid.
- No registrations will be allowed after the first week of a term for classes starting that week without faculty permission; however, registrations for classes starting later in the term are continuously accepted.
- Book charges are **solely the responsibility of the student**. Books are purchased separately on a "cash and carry" basis. Book charges cannot be deferred against financial aid awards. Visa, MasterCard, and Discover are accepted at the Bookstore. Each student is responsible to purchase his or her textbooks prior to class start.
- The student is responsible for payment of any tuition and fees that exceed the amount of financial aid offered for the specific term of registration.
- Be sure you are aware of the WITC "No Show" Policy. You are still responsible for tuition.
- Students who have financial obligations to the college will not be allowed to register for courses until the obligations are met. A "hold" will be placed on the student's record until all outstanding fees are paid.

## Billing

Registered students will be mailed a statement of account from WITC. It will list tuition and fee charges, billing authorizations, and anticipated financial aid. It is the student's responsibility to go to their **My WITC** portal to view their account summary. In the event that a student's financial aid, billing authorization, or personal payment does not fully cover the tuition and fee charges, the student must pay the balance or make satisfactory payment arrangements 7 days prior to term start.

## Tuition Payment Plan

- The payment plan at WITC is a tuition and fee deferment for students with an outstanding balance of at least \$300.
- Sign up for a payment plan on-line or in person in the Student Services office at WITC. A \$35 non-refundable processing fee will be charged unless you sign up to have your payments automatically withdrawn from your checking or savings account or auto debited to your credit card account. See *TouchNet Process below*.
- Financial aid students who have a remaining balance over \$300, and do not have enough anticipated financial aid listed on their student account to cover this balance, may complete a payment plan or pay their remaining balance in full. Students owing less than \$300 must pay this balance 7 days prior to the term start.
- By completing a payment plan, the student agrees to pay the remaining balance in two installments within six weeks after the beginning of the term. Unpaid accounts will be turned over to a collection agency.
- When unpaid accounts are turned over to collections, students are liable for the unpaid balance plus 50%.
- Book and supply costs cannot be included in a payment plan.
- Tuition and fees are approximately \$106 per credit.

## On-line Payment Plan Instructions

- Go to [www.witc.edu](http://www.witc.edu) and click on **My WITC**
- Sign in using your personal portal access information
- Click "Account Summary"
- Click "Sign up/pay for a Payment Plan"

**TouchNet Tuition Payment Plan**

TouchNet is an arrangement to allow payments to be taken automatically from your checking account, savings account, or credit card account. This pay agreement is NOT a loan. This pay agreement is not a SOURCE of funds. On the two payment dates within 6 weeks of the start of term, the payment is automatically taken out of YOUR account. Enroll in TouchNet online through **My WITC**.

**Agency/Employer Sponsorship**

Financial assistance may be provided on a student's behalf by an agency (CEP, DVR, BIA, PIC, etc.) or an employer. If a written billing authorization from the sponsor is on file at the business office 15 calendar days prior to the beginning of classes, the student's account will be credited up to the amount authorized. If the agency or employer does not cover the entire cost, the student will be responsible for the balance (by the scheduled due date.) WITC cannot charge the cost of tools to an agency or employer. If a billing authorization is received after a student's account is paid, WITC cannot honor the authorization. NOTE: An agency will usually require the student to apply for financial aid before sponsoring educational expenses. Authorizations should be faxed to the WITC campus you are attending.

**Enrollments on the first day of the term or later**

Beginning at 12:01 a.m. on the first day of the term, students will not be able to register through their portal without credit card or e-check payment.