

Payment of Student Accounts

All semester expenses must be paid in US currency. Students are billed for tuition based upon their registration schedule. Fees are charged according to the schedules shown above. After Financial Aid eligibility is verified, students must then pay in full any remaining balance by the first day of class, or have made the first payment of an authorized installment payment plan. *Class registration is not complete until the balance is paid or installment payments have begun.*

- 1) Students will not be seated for class at the beginning of a semester unless any remaining balance is paid in full or an authorized installment payment plan is in effect to satisfy the balance.
- 2) If a student reneges on an installment payment plan, or if for any reason there is a balance remaining on the student's account, Pillar College will make a determination as to whether the student may continue in the semester.
- 3) **If a student has a balance remaining on account for any reason, the College may determine to withdraw the student from all courses and grant no academic credit.** Should this occur, transcripts will display a WP for "Withdrawn Passing" or a WF for "Withdrawn Failing" based upon course work completed at the time of the withdrawal
- 4) Should Pillar College determine to allow a student to remain in class even when there is an outstanding balance on the student's account, Pillar College shall not forfeit their right to enforce these policies or make other determinations at any time.

Student Account "HOLD" Status:

Students who have not paid their balance in full, or who fail to maintain their payment schedule on an installment plan, may be placed on "FINANCIAL HOLD". When a student's account is in "FINANCIAL HOLD" status, the student will not be able to receive grades or academic credit for classes attended, recommendation letters will not be permitted to be sent in the students behalf, transcripts will not be sent to other academic institutions, and the student will not be permitted to graduate or enroll in additional classes.

A late payment fee may also be added to any unpaid balance according to the following schedule:

Balance of \$100 to \$1,000	Monthly Fee	\$25
Balance of \$1,000 to \$5,000	Monthly Fee	\$50
Balance in excess of \$5,000	Monthly Fee	\$75

Accounts with a past due balance of 120 days may be given over to a collection agency who shall pursue all legal channels for collecting the monies owed; the student will also pay for all collection fees.

Payment Plan Options:

Students who wish to pay all or any portion of their balance on an installment basis may take advantage of a payment plan. **Payment plans must be established directly through the Pillar College Student Accounts office.** All payment plans **must be approved by Pillar College.** Pillar College may, at their sole discretion and without reason, deny the student's eligibility to participate in a payment plan option.

Please note: If a student misses payments while on a payment plan the student is expected to satisfy the entire balance with Pillar College immediately.

PLAN INFORMATION – ADMINISTRATOR USE ONLY

ACCOUNT BALANCE:

Amount Owed: _____

Payment Made
To School: _____

Remaining Payment
Plan Balance: _____

TERMS OF PAYMENT

Payment Plan Credit Card

Check \$ _____ Check # _____

Cash \$ _____

Notes: _____

Administrator: _____

Date: _____