

## Spring 2022 Registration Payment Guide

- A student is considered as registered in their course/s for the Spring 2022 Semester once their registration form has been completed by the counselor.
- Any withdrawal from course/s (whether voluntary by the student or withdrawal by administration due to an unpaid balance) will be considered as dropped and will be subject to our standard refund policy as stated on our website.
- Once a course/s is selected by the student, the full amount tuition and related fees must be **received** by the College **before 10:00 am on the 10<sup>th</sup> business day from their registration date.**
- When the registration date is less than 10 business days away from the semester start date, the payment timeframe will decrease each day until there are 4 business days left. All registration payments from this point forward will be allowed 4 business days for payment to be received by the College.

**Payments made to the College via any online source are not received by the College immediately.** All payment processes require a lead time.

- **For example:** The student selects their course/s on **October 25<sup>th</sup>** and then does not initiate payment until **November 5<sup>th</sup>**, the College will not have received the payment by 10am on November 5<sup>th</sup>; therefore, the student will automatically be withdrawn from the unpaid course/s.

**To ensure payment is received before the due date and time, we suggest that students make their payment as soon as possible after their registration date.**

Below is the general timeframe for the College to receive payments by source:

- **Online Credit Card (Visa/Master) Payment:** 24 hours for the College to receive the payment.
- **Online Bill Payment:** 2-4 business days for the College to receive the payment.
- **PayMyTuition:** 5-7 business days for the College to receive the payment.
- **GlobalPay (Western Union):** 5-7 business days for the College to receive the payment.

***Please be advised the above are general guidelines, not guaranteed timelines, the College has no control over how long a payment may take to reach our account.***