

This paper application is only for students paying by Cash or Money Order

Join the Tuition Payment Plan *before* the due date on your bill. This is available to those students with a Fall 2013 balance due of \$555 or greater.

A \$35.00 non-refundable enrollment fee is required.

Tuition and fees are divided into Five installment payments. The payment schedule is as follows:

- Payment 1: Due at enrollment
- Payment 2: August 20, 2013
- Payment 3: September 17, 2013
- Payment 4: October 8, 2013
- Payment 5: October 29, 2013

Enrollment in the payment plan prior to August 13, 2013 requires the \$35 enrollment fee plus the first scheduled payment of 20% of tuition and fees.

Payments two, three, four & five will follow the payment schedule as listed. A \$20 fee will be assessed for each late payment.

Download and forward the application with the appropriate payment to the Office of the Bursar. The mailing address is:

*Community College of Philadelphia
Office of the Bursar, Room BG-38
1700 Spring Garden Street
Philadelphia, PA 19130*

Only tuition and fees may be considered; books and the enrollment fee cannot be included in the Payment Plan. Neither Financial Aid nor Company billing can be included when calculating the payment schedule.

If you withdraw or add a course, your payment plan will be adjusted accordingly. It is your responsibility to check your account on MyCCP for any changes to your payment plan. Failure to pay outstanding balances may jeopardize course registration.

If you have any Payment Plan questions, please contact the Office of the Bursar at bursarsoffice@ccp.edu or (215) 751-8987

PLEASE DO NOT MAIL CASH

Detach this portion for mailing

Fall 2013 Tuition Payment Plan Application

Student Information (Please Print Clearly):

Last Name _____ First Name _____

Student's Banner ID Number J _____

Plan Information: \$35.00 Per Term Non-refundable Enrollment Plan Fee

Dr./Mr./Ms./Mrs. _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ E-mail Address _____

I understand that if I do not complete my classes, or if my financial aid is not approved, I am still responsible for the payments and subject to the same refund policy as published in the College Catalog and outlined in the Enrollment Information Guide. I understand that the \$35.00 Payment Plan fee is non-refundable.

Signature: _____

A. Total Tuition/Fees \$ _____

B. Total Due Now to College \$ _____

**Please do not mail cash. Make all checks/money orders payable to: Community College of Philadelphia.
Credit card and E-check payments can be made by logging onto the MyCCP portal.**