

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 6.3.1**

<b>Title: Tuition and Fee Payment Policy</b>	
<b>Originated by: Jane Bloodgood, VPBS</b>	
Signature	Date
<b>Approved:</b>	
Signature	Date
<b>Reviewed:</b>	<b>Revised:</b>

**Policy Statement:** The purpose of this policy is to inform students of the MATC tuition and fee payment policy and the various payment options that exist.

**Rationale:** Collection of tuition and fees in a timely manner is essential to cash management and, therefore, college operations. Offering a variety of payment options gives a greater number of students the opportunity to continue their education.

**Procedure:**

1. Payment for tuition and fees is due at the beginning of each semester. Some form of payment or arrangement for payment must be made by the 10<sup>th</sup> day of the semester.
2. Acceptable forms of payment include the following:
  - a. Cash
  - b. Check
  - c. Visa or MasterCard
  - d. Debit card
  - e. Award of Federal Student Aid
  - f. Student loan (from outside agency)
  - g. Third-party sponsor letter
3. Failure to pay tuition and fees by the 10<sup>th</sup> day of the semester may result in dismissal from MATC.
4. Students who have applied for financial aid and have financial aid eligibility will not be dismissed from MATC. For those students, payment will be expected from the first financial aid check. If the financial aid proceeds are insufficient to pay the tuition and fees in full, the balance shall be paid by the student. Failure to provide all the documentation required to qualify for federal financial aid will result in the student being held responsible for the entire amount.
5. Monthly statements will be prepared and sent to students and third-party sponsors on or about the 20<sup>th</sup> of each month.

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6. In the event a current or former student has not paid their tuition and fees in full by the 90<sup>th</sup> calendar day of a semester, a business hold will be placed on their account. A business office hold prevents the student from enrolling in additional courses and/or receiving grades or a transcript until the account is paid in full. A business office hold will be lifted immediately upon receipt of payment in full.
7. Upon written notification of a student's withdrawal from part or all of their credit courses during a semester, a tuition and fee refund shall be calculated according to College policy as outlined in the Student Policy & Procedure Handbook. Any overpayment of fees and tuition will be refunded to the student during the next payment process.
8. The Vice President of Business Services has the sole discretion to authorize an installment agreement with a student. A properly executed Tuition / Fee Payment Agreement must be signed by both parties. The agreement shall state the balance due and the due date of each payment.