

Payment Arrangements for Spring 2009 Tuition

Due December 23, 2008

Payment Plan Options:

A payment plan allows you to make 3 installments on a qualifying tuition balance of \$400 or more and must be completed by December 23, 2008. Payments will be due January 10, February 10, & March 10, 2009. Two Payment Plan sign-up methods are available:

Online: Complete the Payment Plan form online **and** schedule automatic payments to be made electronically by credit/debit card or eCheck. **(There is no additional fee for this service.)**

- Log on to MyLTC (gotoltc.edu/myltc)
- Go to: "Student Center" & "Sign Up/Pay for a Payment Plan."
- You will need to enter your ID and password again and click "Login Now."
- Click on the View Plan link and continue through the prompts.

Student Central: Complete the Payment Plan in person at Student Central and manually make the payments by the scheduled due dates. **(There is a \$25 setup fee for this option which is due upon signing).**

Other Payment Options:

- Pay by cash, check, or credit/debit card at the time of registration (Visa or MasterCard).
- Payment in full via online payment with credit/debit card or eCheck by December 23, 2008.
- Payment in full in person at Student Central Desk at LTC Cleveland campus by December 23, 2008.
- Defer your fees to an agency authorization (authorization must be on file at time of registration or before December 23, 2008).
- Defer your fees to Financial Aid.
 - Deferment is offered to applicants who have a completed and accepted financial aid package.

Important Dates to Remember:

- **December 23, 2008** Deadline to sign up for Payment Plan **or** have other payment arrangements in order. Students who register between December 23, 2008 and January 25, 2009 may choose to use the Payment Plan. However, the first installment payment must be paid at the time of registration if on or after January 10, 2009. **If you do not have your payment arrangements in order you will be dropped from your classes.**
- **January 10, 2009** Installment 1 of Payment Plan due. A late fee of \$24 will be assessed if payment is not received by the January 10th due date.
- **February 10, 2009** Installment 2 of Payment Plan due. A late fee of \$24 will be assessed if payment is not received by the February 10th due date.
- **March 10, 2009** Installment 3 of Payment Plan due. A late fee of \$24 will be assessed if payment is not received by the March 10th due date.

If any of the installments are not made by the due date, your file will be restricted. No further enrollments will be allowed, grade reports or degrees will not be processed and requests for official transcripts will be denied until balance due is paid in full.

Any fees 120 days past due will be referred to a Collection Agency and a \$40 collection fee will be assessed. If checks are returned for insufficient funds or other reason, the student account will be assessed an additional \$25.00 fee.