

**PLEASE NOTE:** Students must read full Payment Plan Information, including Payment Plan due dates on the Bursar webpage/Payment Plan section: <https://www.sunywcc.edu/admissions/bursars-office/>

### **IN BRIEF:**

- Students must fully pay all outstanding charges before attempting to enroll in the Payment Plan.
- The \$50 Payment Plan fee must be paid online through the Student Portal, BEFORE agreeing to the Payment Plan Agreement.
- The “Yes, I Agree” and “Enroll in Payment Plan” buttons MUST be clicked to be enrolled in the Plan.

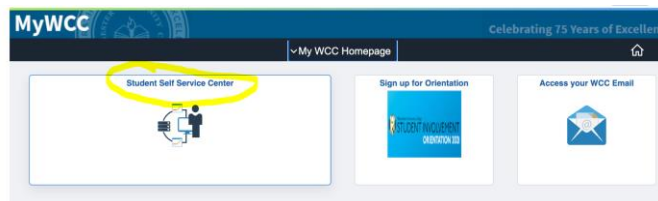
### **TO ENROLL PAYMENT PLAN**

After paying all charges from previous terms.

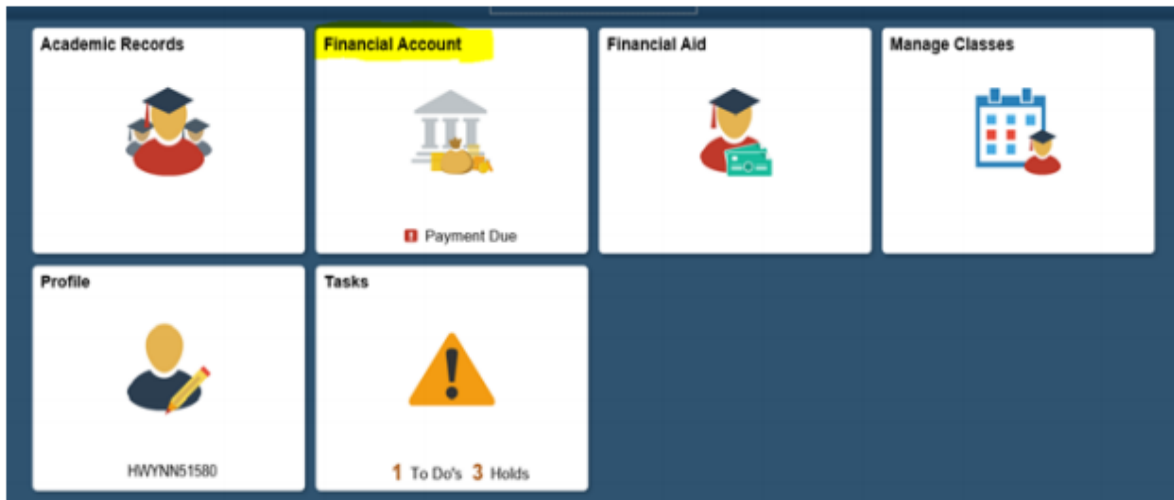
## **How To Enroll in the Payment Plan**

Go to the **MyWCC** Portal – [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) – and, under “SIGNON”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that *must* be done first!) Once you have successfully logged into your Home Page, you will see the following tile:

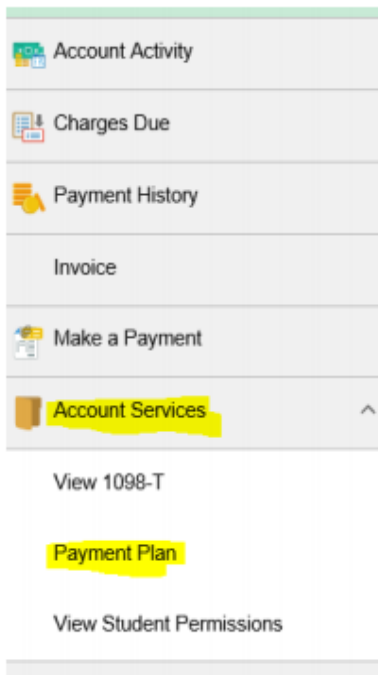
**CLICK STUDENT SELF SERVICE CENTER**



Click **FINANCIAL ACCOUNT**



Click **ACCOUNT SERVICES and PAYMENT PLAN**



You must pay the \$50 non-refundable administrative fee before you can enroll in the payment plan. If you have not paid the fee, you will see a red alert box like the one shown.



**In order to join the Payment Plan you are required to pay a \$50.00 non-refundable administrative fee first. Please pay that amount and then come back to the Payment Plan page to enroll.**

You can click the Make a Payment button displayed further down on the screen and complete the \$50 payment.


Then return to Student Center and select the Payment Plan link again to return to the enrollment process.

To be fully informed about your responsibilities when committing to the payment plan:

- 1- Read the Disclaimer section at the bottom of the screen as this describes the terms and conditions of the plan.
- 2- Review the Installment Schedule that lists the due dates and amounts of the installment payments. You **MUST** make payments on or before Due Dates.
- 3- Read the Signature section. When you are ready to accept the agreement, check the “Yes, I agree” box and click the “Enroll in Payment Plan” button.

**See Payment Plan Example Below**

## Fall 2020

 In order to join the Payment Plan you are required to pay a \$50.00 non-refundable administrative fee first. Please pay that amount and then come back to the Payment Plan page to enroll.

### Signature

I have read and agree to the disclaimer below and agree to the installment schedule listed. Failure to make payments 1 or 2 by the due date will result in my classes being dropped. If I do not make my final payment by the start of classes, my classes will NOT be dropped and I will be responsible for all tuition and fees and may be turned over for collection. Furthermore, I will be prevented from obtaining an official transcript, enrolling in future payment plans, registering for additional current or future classes, and I will be blocked from access to my online college account.

An administrative fee of \$50.00 will not be refunded once I am enrolled in the plan.

The agreement is dated 08/05/2020

Yes, I agree

### Payment Plan Agreement

Total Charges:	\$880.00
Waived Amount:	\$0.00
Anticipated Financial Aid:	\$0.00
<b>Total Plan Amount:</b>	<b>\$880.00</b>

### Installment Schedule

	Due Date	Installment	Total Installment	Payment	Due Amt
1	08/01/2020	\$220.00	\$220.00	0.00	\$220.00
2	08/30/2020	\$220.00	\$220.00	0.00	\$220.00
3	10/01/2020	\$220.00	\$220.00	0.00	\$220.00
4	10/25/2020	\$220.00	\$220.00	0.00	\$220.00

### Disclaimer

The installment schedule above is based on your current eligible charges of \$880.00. If you add or reduce charges (add/ drop classes), your installment payments will be adjusted accordingly, up or down. If you receive a financial aid award it will reduce your payments once your aid appears as anticipated aid on your account. Please note that changes to your enrollment status may affect your financial aid (contact the Office of Student Financial Assistance for more information). Check online at MYWCC often as financial aid is updated frequently.

If you enroll in the plan after the first payment due date (Aug 1, 2020), you WILL BE REQUIRED to make your payment before the drop date immediately following your enrollment (check MYWCC for semester drop dates). Otherwise, your classes will be dropped for nonpayment.

A non - refundable administrative fee of \$50.00 must be paid prior to enrolling in the payment plan (this fee is not included in the charges shown above). We do not accept personal checks for installment payments.

The most up to date information concerning your payment plan, payments, financial aid and outstanding charges, and other important information can be viewed at MYWCC.

You will see a message confirming your enrollment and a confirmation will be sent to your WCC email account.



You are enrolled in the Payment Plan. A confirmation email was sent to your WCC email account - [REDACTED]

### **Enrolling in The Payment Plan -Some Important Payment Plan Facts:**

- ☒ You must enroll in the plan through Self Service.
- ☒ You must have a minimum of \$750 in charges after other credits (e.g. financial aid) have been applied.
- ☒ The Payment Plan is open to all student. However, students with full financial aid should not enroll in the Payment Plan.
- ☒ If you change your schedule, charges for any classes added to your schedule after enrolling will be divided among and added to your upcoming payments.
- ☒ If you drop classes after enrolling and your charges are reduced, the future payments will be decreased.
- ☒ A \$50 non-refundable administrative fee must be paid before you can enroll in the payment plan.
- ☒ Your charges will be divided into three equal payments. If you enroll after the normal due date for the first payment, both the first and second payments must be paid on the date of the second payment.
- ☒ No personal checks are accepted for plan payments. The preferred payment method is credit card payment through self-service. You may also pay by cash or with a certified or cashier's check.
- ☒ If you fail to make a first payment, your classes will be dropped, and you will only be charged for non-refundable fees.
- ☒ If you fail to make a second payment after the start of classes you will be dropped from your classes, but will incur charges according to the College's Refund Policy for Undergraduate Academic Courses. If you fail to make the third installment payment, your classes will not be deleted, but you will be responsible for all amounts due, including late fees, and will be prevented from registering again or obtaining transcripts.
- ☒ If you pay more than the required minimum for a payment, the overage will be spread out equally to reduce any future payments.
- ☒ Students with special concerns should contact the Bursar's Office with questions at [Bursar@sunywcc.edu](mailto:Bursar@sunywcc.edu).