

OVERVIEW

EXTENDED PAYMENT PLAN TERMS

Columbus State Community College offers a payment plan for Summer, Spring, and Autumn semesters. Extended payment plans are administered by the Cashier and Student Accounting Office. The number of payments depends on the payment plan option you select. A down payment is due immediately the day your plan is set up. A **\$15.00 non-refundable** processing fee will be added to the amount of your down payment. Please refer to CougarWeb for the actual amount of your payments and the corresponding due dates. Payments not received and processed by the due date are considered late.

EXTENDED PAYMENT PLAN TERMS

1. Extended payment plans can be established for current Semester charges only. If past due debts are owed, they must be paid prior to establishing the Extended Payment Plan.
2. Extended payment plan amounts are based on your current tuition, lab fees, late registration fees, application, records & ID fees, and other registration related charges.
3. The amount of your Extended Payment Plan and any remaining payments may be automatically adjusted if your account balance changes due to registration activity.
4. Extended payment plans do not cover retail items purchased through the bookstore, such as textbooks. Non-registration related fees including but not limited to, parking permits, parking fines, and NSF charges also will not be included in Extended Payment Plans. Payments are due immediately.
5. Requests to cancel your extended payment plan must be made by submitting the Extended Payment Plan Cancellation Request form found on CougarWeb.
6. Failure to make payment in full will result in a financial hold being placed on your student account, which will prevent you from registering for future semesters and receiving an official transcript.
7. We will not send monthly payment reminders. It is your responsibility to make payments by the established deadlines.
8. A **\$25.00 non-refundable** late payment fee will be assessed if your payment is made after the due date indicated on your CougarWeb account.
9. If you miss a payment, you may be subject to being deregistered from all of your classes for non-payment.
10. Defaulting on an Extended Payment Plan may affect your eligibility to sign up for another Extended Payment Plan in the future.
11. At 45 days past due, your account will be considered seriously delinquent and will be forwarded to the State of Ohio, Office of the Attorney General for collection.

FINANCIAL AID AND SPONSOR TERMS

Extended payment plans for students who are receiving financial aid and/or sponsor payments will be processed as follows:

- The Extended payment plan will be established for all current Semester charges and the **\$15.00 non-refundable** processing fee must be paid.
- Payments are expected by the due dates indicated despite any anticipated financial aid or sponsor payments.
- Once the financial aid has been applied to your student account, it will be applied to the Extended Payment Plan as payments. No financial aid is applied until actual disbursement has occurred through the Columbus State Financial Aid department.
- Sponsor payments will be applied to your Extended Payment Plan as payments. Sponsor payments will not be applied until all complete required documentation is received and processed by the Cashier and Student Accounting office.
- You are still responsible for ensuring that all payments for your Extended Payment Plan are made on time, and you will be responsible for all late fees assessed.

To submit payment:

- Pay online with Visa, Master Card, or Discover by logging into CougarWeb (<https://cougarweb.csc.edu>) and click on "Manage My Account".

- Call (614) 287-5353 to pay with Visa, Master Card, or Discover.
- Mail check or money order payable to CSCC to: CSCC, PO Box 1609, Columbus, OH 43216
Attn: Cashier Office. Please include your Cougar ID number with all payments. NOTE: Payments must be received and processed by the due date.
- Pay in person at the Cashier and Student Accounting office located on the Second Floor of Rhodes Hall, Columbus Campus.