

# Payments

You are required to pay for any classes you have registered for. If you do not plan to attend any of the classes you registered for, you must drop them by the stated, official drop deadline. If you add classes after making a payment, you are accepting responsibility for any additional tuition and fees. A \$25.00 late fee will be assessed on all accounts not paid in full (are deferred) by the official drop deadline.

## Accepted Forms of Payment

Tohono O’odham Community College accepts the following forms of payment:

- U.S. Currency
- Personal Checks
- Money Orders
- Travelers Checks
- Cashier’s Checks
- Third Party Payer, i.e. Purchase Orders, Checks

## Payment Options

### **Paying in person**

You may pay in person at the T.O.C.C. Finance Office. If you are paying in person by check, you will be required to show a picture ID. Make the payment to Tohono O’odham Community College. Include your Student Identification Number, usually your Social Security Number. This will ensure timely processing of your payment.

### **Additional Notes on Payments**

The College will not accept counter checks (checks printed without a name or address), second party checks, out-of-county, postdated checks.

College employees will write Student Identification Numbers on checks when students fail to do so. Nonsufficient funds payments are subject to a \$25.00 penalty.

### **Payment With Financial Aid Award**

Your tuition and fees will be deferred under financial aid if you meet both the following requirements:

- You have received confirmation that you have a financial aid award.
- The award is large enough to cover your entire tuition and fees.
- Co-enrolled students who are receiving Federal Financial Aid through PCC will now pay Tohono O’odham Community College directly once PELL is awarded to student.

Note: If you are a financial aid or veterans benefit applicant, you are ultimately responsible for paying your tuition and fees. If the College later determines you to be ineligible for financial aid or veteran's benefits, you must pay your tuition unless you officially withdraw by the refund deadline.

## Payment Deadline

Payment of tuition and fees are due at the time of registration. If you are not able to make payment, contact the T.O.C.C. Finance office to make appropriate arrangements for payment.

If you withdraw from your class(es) after the drop/full refund deadline, you may be eligible for a partial refund of tuition.

## Refunds

The \$10.00 processing fee is nonrefundable.

### Special Notes on Refunds

Official refund checks will be mailed

Any outstanding debts owed to TOCC may be deducted from your refund

If TOCC cancels a class, you will be refunded all applicable tuition and fees or receive credit toward another class

If you receive federal financial assistance, your refund will be paid directly back to the sponsoring program as required under federal guidelines

### Financial Aid Refunds

If you are a federal financial aid recipient and you totally withdraw from the College on or before the 60% point in the enrollment period, a refund of tuition and fees will be granted to the applicable federal aid regulations. An administrative processing fee of 5% (to a maximum of \$100.00) will be deducted from the refund. The percentage of the refund is dependent on when you totally withdraw from your classes and whether you totally withdraw from your classes and whether you qualify as a first-time recipient, as shown in the schedules below.

### Special Provisions Refunds

If unforeseen circumstances force you to totally withdraw from the College after the official refund deadlines stated above, you may request a partial refund, less any applicable fees, of your paid tuition provided your circumstances meet one of the special provisions criteria listed below.

- Serious illness or injury
  - Provide a written statement from your physician verifying that your illness or injury prevents you from attending classes.
- Death of family member.

- Provide a copy of the death certificate. The College defines family members as spouses, children, parents, siblings, grandparents, grandchildren, or in-laws of the student requesting the refund.
- Military transfer
  - Provide a copy of your transfer orders. The orders must verify that the transfer was unforeseen prior to the official semester drop dates.
- Other
  - In the event of extenuating circumstances not covered above, the campus president or designee will review and rule on any special requests.

Special provisions refund requests must be made in writing to the Admissions Office. You must make your special provisions refund request during the same semester that the withdrawal occurs. Requests for refunds made after the semester has concluded will not be granted.

Only tuition may be refunded. Fees will not be refunded. If approved, the amount of your refund will be calculated based on the date of your last withdrawn class as listed in the following table.