

PAYMENT PLAN

TVCC Business Office - (541) 881-5815

General Refund/Repayment Policy

A refund of tuition and fees will be made in accordance with the following policy. Specific refund deadlines for each quarter are published in the academic calendar and the quarterly class schedule.

It is solely the student's responsibility to withdraw from classes. Students should not assume they will not be charged for classes if they do not attend.

For classes that begin the first week of the quarter

- 100% refund is granted upon withdrawal before the end of the 9th business day (5:00 pm Mountain Time) of the Fall, Winter, and Spring quarters.
- 100% refund is granted upon withdrawal before the end of the 4th business day (5:00 pm Mountain Time) of the Summer quarter.
- NO REFUND is granted after the 9th business day of the quarter, or after the 4th business day of the summer quarter.
- A full refund for non-credit classes will be granted if a withdrawal request is made at least five working days prior to the first day of class. Withdrawal requests must be made by calling 541-881-5755. Appeals to this policy may be made in writing to the Center for Business, Workforce and Community Learning (CBWCL).
- All non-standard courses shall follow the same refund period as full-term classes.

STUDENT HOUSING REFUNDS

Upon proper and complete withdrawal from student housing and official termination of the contract, the percentages of the total room and board charges refunded are:

- Before the first day of class & occupancy - 100% Refund - Lose Full Deposit & Assessed \$500 Cancellation Fee
- After the first day of class & occupancy - 50% Refund - Lose Full Deposit & Assessed \$500 Cancellation Fee
- After the 10th day of class & occupancy - NO REFUND - Lose Full Deposit & Assessed \$500 Cancellation Fee

DEFERRED PAYMENT

TVCC has currently suspended the deferment payment process. Students are allowed to pay in installments without the deferment plan or finance charge

Students may be allowed to pay tuition and related costs in installments rather than in one lump-sum payment. The College's credit policy is as follows-

- Students who defer payment will be charged a deferment fee of \$25.
- All payment extensions must be set up via Transact in the MyTVCC.cc student portal.

A student who defaults on a payment plan will not be able to defer payment into future terms. Defaulted notes will result in a late charge of \$25 and all collection costs and attorney fees incurred.

PAST DUE BALANCES

Students with past due balances will have a hold placed on their account and are not permitted to register for a subsequent term except under special circumstances. Past due balances are subject to placement with a collection agency. Prior academic year charges cannot be paid with current academic year Federal Student Aid due to Title IV Regulations.

Students with a past due balance may still make payment arrangements by calling the

TVCC Student Accounts Manager at 541-881-5810, or by visiting the TVCC Business Office located in the Student Services Center.

RESIDENCY REQUIREMENTS

Students qualifying as an Oregon resident for tuition purposes must meet one of the following conditions-

- Establish Oregon as a permanent home for purposes other than attending school 12 months before starting college. The 12-month residency period must be completed before the first day of the first term of enrollment.
- Be claimed as a dependent of a person having maintained residency status in Oregon for 1 year. The 12-month residency period must be completed before the first day of the first term of enrollment.
- Be the spouse or dependent of an active-duty military person stationed in Oregon.

Proof of residency is the responsibility of the student. Residency for each applicant is determined from information provided at the time of application. College staff may require additional information to verify residency. Acceptable evidence of residency can be any of the following items

- A valid Oregon driver's license
- An Oregon voter registration card
- Oregon registration of motor vehicles
- Record of purchase of property in Oregon
- Rent receipts (college residence hall receipts not applicable)
- Utility billing statements in the student's name