

## **2.081 Tuition and Fees Deferment**

In cases of financial need or emergency, GTCC students may have up to fifty percent of their tuition and fees deferred at the time of registration, to be paid later in the academic term, according to the provisions of North Carolina Administrative Code, Title 23, Section 2D.0201, using procedures established by the Board.

### Procedure:

1. All tuition and fees are due at the time of registration. Tuition payment deadlines will be established each term, and students' registrations will be cancelled if their tuition and fees are not paid by the deadline. The only exception will be for students who have completed an approved Tuition Deferment Application/Promissory Note.
2. No deferments will be considered or granted until the student registers for classes and the total tuition and fees amount is known. An approved deferment must be completed prior to the tuition payment deadline established for the student or the student will be dropped from the registered course(s).
3. Students seeking a deferment of payment of tuition and fees must meet eligibility criteria and enter into a contract with Guilford Technical Community College by completing a Tuition Deferment Application/Promissory Note form in the Financial Aid Office and the Free Application for Federal Student Aid (FAFSA).
4. The Tuition Deferment Application/Promissory Note must be approved by the Financial Aid Office. The student will be given a copy of the completed form with an authorization signature. Two copies of the authorized note will be forwarded to the Finance Office. Students will be required to pay half (50%) of the tuition and fees upon execution of the contract and the other half (50%) no later than the thirty percent point of the term.
5. A co-maker on the note will be required for students under the age of 18.
6. Students who withdraw from the college/courses after the refund period will still be obligated to pay the entire contract balance to the college.
7. Students will be charged a \$20 service charge for any late payments. If a student fails to repay the deferment on the agreed-upon date, the total deferment plus late fines will become due and payable immediately. Failure to repay the deferment also will result in the student being denied student services, including but not limited to receiving grades and official transcripts, registering for future terms, and application for graduation. Legal action may be taken against the student as specified in the promissory note.

8. Procedures for the Financial Aid Office:
  - a. Determine if the student is registered before giving out the Tuition Deferment Application/Promissory Note. Give the student the Free Application for Federal Student Aid (FAFSA) to complete.
  - b. Receive from the student the completed form and FAFSA by the deadline specified by the Financial Aid Office. Enter the FAFSA into the EDEXpress software for need analysis and transmission to the Department of Education for processing. Inform the student within 48 hours of his/her probable eligibility for aid. If the student does not appear to be eligible, counsel the student and determine how the student plans to repay the deferment if approved.
  - c. Give the student a copy of the approved form and forward a copy to the Finance Office. The original approved form will be maintained by the Financial Aid Office.
  - d. Once the final balance payment date has passed, request a preliminary list of students who were approved for tuition deferment and their account balances from Computer Services. Review the preliminary list of students to identify students who have paid, or are scheduled to receive financial aid to pay the remaining balance on the note and remove them from the list. Forward the revised list to the Finance Office.
  
9. Procedures for the Finance Office:
  - a. Accept 50% tuition and fee payment from the student upon execution of the contract and give the student a validated receipt. Place a hold on the student's file to prevent additional obligations from being incurred. File the copy of the approved Tuition Deferment Application/Promissory Note forwarded to the Finance Office by the Financial Aid Office.
  - b. Receive payment of the remaining balance on or before the appropriate due date.
  - c. If the student fails to make the scheduled payment and service charge, the Finance Office will deem the note due and payable on demand. The Finance Office will review the list of students who have not paid or are not scheduled to receive financial aid for a final determination that they have not paid. The Finance Office will notify the students and faculty that the students have been dropped from classes. A Finance Office hold will remain on the students' records denying student services including, but not limited to, the release of grades and official transcripts, future

registration for courses, and applying for graduation. Any method deemed appropriate according to the terms of the promissory note may be used to collect the balance owed.

10. Procedures for faculty:

- a. Students with tuition deferments should appear on the rosters with a validation number. A student whose name and validation number is not on your class roster must show a paid registration receipt.
- b. Receive and act upon notice from the Finance Office that the student has not fulfilled the requirements of his/her promissory note. Do not allow any such student to return to class until he/she presents a letter from the Finance Office stating that the obligation has been settled.

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