

MSTC Tuition Payment Policy

Students at Mid-State Technical College (MSTC) are responsible to adhere to college payment deadlines and policies. The act of registering for a class creates an obligation to pay.

Payment in full is due by date specified at www.mstc.edu/finaid/studentaccounts.htm, with the exception of MSTC payment plan participants, financial aid applicants and third party-sponsored students.

Payment in full or signing-up for the MSTC Payment Plan is required for all students with balances after financial aid and third party-sponsored payments are applied. Failure to do so will result in a hold being placed on the student's account and MSTC reserves the right to drop all of the student's classes. A hold will prevent the student from registering for classes and receiving grades, transcripts, diplomas and other student records. Payment plan information is available at www.mstc.edu/finaid/studentaccounts.htm.

Following financial aid disbursement and third party-sponsored student payments, a notification will be sent to the MSTC student email address of those students who have an outstanding balance on their account and have not signed up for the MSTC Payment Plan. This email will state that the student must immediately pay the remaining balance in full or sign-up for the MSTC Payment Plan. Failure to do so will result in a hold being placed on the student's account and MSTC reserves the right to drop all of the student's classes.

Prior to the registration date for the next term, the Student Financials Office will assess a \$40 late fee on all student accounts that have tuition and fee balance. In addition, the Student Financials Office will place a hold on the student's account until the account is current.

Cash, check, debit card and credit cards are accepted online and at all campus office locations. MSTC's **preferred** method of payment is via debit card or electronic check using our **online** cashier. **Please note MSTC is charged an additional fee when a credit card is used.**

Any paper or electronic check used to pay tuition and/or a fee which is returned for non-sufficient funds (NSF) and not immediately resolved will result in a hold being placed on the student's account and MSTC reserves the right to drop all of the student's classes. MSTC will assess a \$30 NSF fee to the student's account for each NSF check. If the individual has already written one NSF check to MSTC in the past 12 months, MSTC will not accept another check from the student for one year.

Students are ultimately responsible for payment of all tuition and fees. If a student elects not to attend a registered class or a student adds/drops/withdraws from a class/school, they are responsible for all tuition and fees according to the drop/add/withdraw rules and the refund policy. Refer to www.mstc.edu/pdf/adddropform.pdf and www.mstc.admissions/refunds.htm for additional information.

The Student Financials Office may refer students with past due and outstanding tuition and fee obligations to the Wisconsin Department of Revenue, an outside agency for collection, and/or credit bureau reporting agencies.

Student Financial Aid

Students attending MSTC on financial aid must have a completed financial aid application on file by January 13, 2012 to have their tuition and fees deferred. If you have completed the 2011/2012 FAFSA and released to MSTC but not received your award letter yet, please don't be concerned as your tuition will continue to be deferred until your aid is processed. First-time borrowers processing a student loan will need to complete the Master Promissory Note and Entrance Loan Counseling. The instructions are included in your award letter. Students who received a loan during the 2010/11 year do NOT need to complete a new Master Promissory Note. Award Letters are processed daily based on application date. Books cannot be charged to your student account so please plan accordingly. Difference checks will be mailed beginning the start of the term as all financial aid processes have been completed. Please be patient as we are working hard on your behalf.

Veterans, Dislocated Workers and Other Third-Party Sponsorships

Note that any Spring 2012 sponsorship or veteran tuition remission may not appear on your account as of this billing date, but will be applied closer to the start of the Spring term. MSTC processes all authorizations as they are received. It is the student's responsibility to ensure that all necessary third-party paperwork has been submitted to and received by MSTC.

MSTC Tuition Payment Plan

The MSTC Tuition Payment Plan will be available online at www.mstc.edu/MyMSTC November 17, 2011 for those students enrolled for Spring 2012 with 3 or more credits and want to pay their tuition in installments. The cost of books may not be included in the plan.