

St. Cloud Technical & Community College Tuition Payment Policy Form

St. Cloud Technical & Community College works with students to ensure that they understand the tuition payment policy. By signing below, you are indicating that you understand the following:

1. Tuition is due approximately three weeks before the semester starts, check the school calendar for exact tuition due dates. If you have an application for financial aid (FAFSA is completed and SCTCC has an ISIR on file –which can take 5-10 days after you completed the FAFSA) or you have made the appropriate down payment using the Nelnet payment plan, your courses will not be dropped for non-payment. Please remember if you have started to apply for financial aid/loans it will be your responsibility to withdraw from classes if you chose not to attend the college. The payment system will recognize that you have started the application process for financial aid/loans and will not drop your courses.

2. Student-initiated class withdrawal: It is your responsibility to ensure that unwanted courses are dropped from your schedule. If you fail to drop your courses appropriately, you will be obligated to pay related tuition and fees. Please do not assume that your instructors have dropped you from the class roster due to lack of attendance or for non-payment of tuition.

3. Instructor-initiated class withdrawal: An instructor is authorized (BUT ARE NOT REQUIRED) to drop any student who fails to attend a course during the first five days of a semester. They MAY also withdraw from a course any student who does not attend their course for two consecutive weeks. If you fail to drop your courses appropriately, you will be obligated to pay related tuition and fees.

4. Invoice for tuition due: The College no longer mails “paper” invoices to students. You will be required to view your account online, which constitutes an electronic invoice. Changes may occur on your student e-services account during the semester and it will be your responsibility to continually monitor your account on-line.

Sign _____ Date _____

Student ID _____ (found on your check in sheet)