

# *Make College Easier to Pay For with a Payment Plan*

Make college more affordable by paying for tuition and fees over time. Payment plans break down your tuition and fees balance into affordable monthly payments. There's no interest, payment options are flexible, setup fees are affordable, and it's easy to enroll!

Labette Community College tuition and fees must be paid in full the first week of class each semester. Students who do not pay the first week and/or are waiting for financial aid to be AWARDED are *required* to set up an online payment plan (high school students are exempt). Accounts with a balance due and no payment plan set up by the end of the first week of the semester will incur a ***non-refundable \$50 service fee***. Student athletes who do not set up a payment plan may have practice eligibility affected.

Students who receive KANSASWORKS, military benefits, and/or employer benefits are also required to set up a payment plan to cover any unpaid balance. Documentation of 3<sup>rd</sup> party payment addressed to the Business Office must be received prior to the start of class to be exempt from the payment plan and avoid the \$50 service fee.

Students who are applying for Pell Grants, Student Loans, and Scholarships are encouraged to begin the financial aid process before the semester begins. Completing the financial aid steps early will benefit the student -- Benefits include a deferred payment option while waiting for financial aid disbursement. Once financial aid is awarded/disbursed, payment plans will be reduced or terminated based on the result of the disbursement.

## *Ready To Get Started?*

### **Payment Methods**

- Automatic bank payment (ACH)
- Credit/debit card
- *Installment plan payments are processed on the 5th of each month and will continue until the balance is paid in full. Down payments and full payments are processed immediately.*

### **Cost to Participate**

- \$25 per semester nonrefundable enrollment fee will be deducted from the account provided on the same day as your first payment (ACH & credit/debit card) - Monthly Installment Plan
- \$2 fee for an immediate FULL account payment
- \$30 fee if a payment is returned

### **Simple Steps to Enroll in Payment Plan**

- Go to labette.edu
- Log into RedZone with Student ID and Password
- From Student Tab - Click on Financial Aid and Account Information
- Click on My Account Balances under my Account Info (Nelnet)
- Select Year/Term - Submit - Click eCashier Logo/Nelnet (*if you have a zero or credit balance, no plan required*)

*Before you click the Submit/Activate button, please read carefully through the Final Review and the Terms and Conditions. An immediate e-mail will be sent (if an e-mail address was provided for the person responsible for payment) confirming enrollment in a payment plan.*

# Target Dates to Enroll in Payment Plan:

**SUMMER 2016** Payment Plan available on April 5, 2016. Due by June 7, 2016 to avoid \$50 service fee.

Full payments with Nelnet may be made through August 5, 2016.

Enroll in Plan Before	Required Down Payment	Number of Payments	Months of Payments
April 24	20%	3	May-July
May 25	20%	2	June & July
June 23	50%	1	July Only

**FALL 2016** Payment Plan available on April 5, 2016. Due by August 26, 2016 to avoid \$50 service fee.

Full payments with Nelnet may be made through January 6, 2017.

Enroll in Plan Before	Required Down Payment	Number of Payments	Months of Payments
June 23	none	6	July - Dec
July 27	none	5	Aug - Dec
August 25	20%	4	Sept - Dec
September 24	20%	3	Oct - Dec
October 27	20%	2	Nov & Dec
November 23	50%	1	Dec Only

**SPRING 2017** Payment Plan available on November 1, 2016. Due by January 23, 2017 to avoid \$50 service fee.

Full payments with Nelnet may be made through May 21, 2017.

Enroll in Plan Before	Required Down Payment	Number of Payments	Months of Payments
November 23	none	6	Dec-May
December 23	none	5	Jan-May
January 26	20%	4	Feb-May
February 23	20%	3	Mar-May
March 27	20%	2	Apr & May
April 27	50%	1	May Only

**NOTE:** All down and full payments are processed immediately!

Students receiving financial aid (Scholarships, Pell Grant, Loans) may have the option to pay the last two months of the active semester (deferred payment plan). Deferred payment plans will be exempt from down payments and immediate enrollment fee payments. If the account balance is zero after financial aid is awarded and prior to the payment plan becoming effective, you will not be assessed an enrollment fee and the payment plan will be terminated. Students who receive partial aid and have a balance due will be required to make payments the last two months of the active semester - payments can be extended by contacting the Business Office at LCC to discuss available options.

\*Deferred Plans - Students who qualify for deferred payment plans and wish to have additional months to pay towards their balance due can contact the Business Office at LCC to discuss options after establishing a Nelnet payment plan online. Timely application of changes depends on when they are received by LCC Business Office and Nelnet Business Solutions; changes may be refused based on timing of requested changes.

Students enrolled in two semesters simultaneously will need to set up two payment plans (one for each semester).

\*NOTE\* When using Nelnet, please ensure your required payment does not exceed any spending limits set by your payment source to prevent delay in payments.

Questions about LCC's payment policy can be directed to the Business Office at 620-820-1231 or 620-820-1282.

For assistance within the online payment system, Nelnet Business Solutions can be contacted at 1-800-609-8056.

Access to your payment plan once established is: [www.mypaymentplan.com](http://www.mypaymentplan.com)