Payment Plan Information, Terms and Conditions

Installment payments are a sensible alternative to meet the cost of tuition and fees for the academic year by paying the college cost over a period of time. Enrollment fee of $75 will be added to your first installment payment and must be paid upfront each semester. At this time you cannot join the payment plan online. You must mail in application, apply in person at any Bursar Office location, or call the Bursar Office (phone volume is exceptionally high during registration). All these options must be received before the due date deadline and be accompanied by the $75 application fee. Please note: International Students are NOT eligible for the Tuition Installment Plan.

Procedures for Enrollment

- Go to any of our four Bursar Offices or mail this Payment Plan enrollment form and $75 by the due date. Read and understand all terms and conditions.

Terms and Conditions

- Applications only accepted if properly completed and accompanied by the required $75. ECC is not responsible for misdirected, illegible, or late applications.
- Your payments are calculated on total balance. Any "Pending" Financial Aid is expected to reflect on your account.
- Each installment payment is due in full by the due date. If payment received is any amount less than the stated installment amount, a late fee will be added.
- Any additional amounts paid on the account will reduce the amount of your next payment.
- Refunds of monies paid will be handled according to the college’s published refund policy.
- Payment is due as indicated regardless of receipt of mailed courtesy statements. Student agrees to keep address information with ECC current.
- The college will assess a late payment fee of $10 for each payment not made in accordance with the established payment schedule and an additional 30% collection fee if referred to a collection agency.
- ECC reserves the right to cancel payment plan privileges when students have not paid according to their payment schedule.
- Administrative charge of $20 added if a check is returned for uncollected funds.

*Fall or Spring Semester Payment Plan*
4 Monthly Payments- due the 20th (Sep-Dec) or (Feb-May) Student must submit a new application and pay $75 for each fall and spring semester.
Veterans: 3 Monthly Payments-due the 20th (Oct-Dec) or (Mar-May) $75 fee Waived for Veterans. No Enrollment Fee when form signed by ECC Veteran’s Office!

Payment Plan enrollment ends the last day of Add/Drop.

Today’s Date: ______________________

I wish to enroll in the Erie Community College Payment Plan for the coming academic semester. By submitting this application, I confirm I have read the Terms and Conditions outlined on the next page. I understand and agree to them.

Term/Semester: ______________________

Student’s Name_______________________________

Student ID#_____________________________

I, ______________________ (Student Signature) agree to the Terms & Conditions of the ECC Payment Plan.

Make checks payable to: Erie Community College-include your student ID number, we also accept cash & Visa/Master Card/Discover.

Office Use Only: PPLN: ______ PPST: ______
VTIP Yes _____ Initials______