

Procedure 5041.1

Student Account Balances

The payment deadline for all charges on a student account is the last day of the first month following semester start. Any charges incurred after that date are due at the time the charges are incurred. The payment deadline for any special sessions, including summer, will be just over 25% of the session term. See the Business Office for applicable dates.

It is the student's responsibility to monitor their account through the NWCCD Hub, Self Service, where electronic statements are available at all times. Statements are not mailed.

Students may meet the payment deadline in the following ways:

1. Pay the balance in full.
2. Demonstrate application of financial aid to meet payment obligations (eg, scholarship, Letter of Intent, Federal Financial Aid).
3. Sign up for a monthly payment plan to cover any remaining balance.

Failure to meet the payment deadline by the above methods will result in the assessment of late fees to the student account.

Payment may be made in the following manner:

- In person
- By phone
- By mail
- Online through the NWCCD Hub, Self Service

Payment may be made by the following methods:

- Cash
- Paper check
- E-Check (online)
- Money order
- Cashier's check
- Certified check
- Visa, MasterCard, Discover, American Express credit and debit cards (additional transaction fees may apply)

Students who issue checks with insufficient funds are charged a Non-Sufficient Funds fee.

Students with outstanding balances will be turned over to a collection agency for processing 90 days after the end of the semester.

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