

**Payment Policy**

Each term the official due date is listed in the academic calendar. Payment in full or approved alternative payment arrangements such as the NBS payment plan, financial aid or third party sponsor (company or high school) need to be in place by the official due date.

If registration occurs before the full term drop date, payment is due by the full term drop date.

If registration occurs after the first official due date, payment is due in full by the first of the following month.

All accounts not paid in full by the due date are subject to late fees. All accounts not paid in full by the last day of the term are subject to collection action.

**Late fee policy**

**Consortium**

If you are attending RRCC and another institution but receiving financial aid from the other institution you will need to pay your balance in full or be set up on a payment plan by the due date in the academic calendar to avoid late fees. It is your responsibility to make payment to RRCC once you receive the funds from the other school which may occur after our payment due date.

**COF**

If your College Opportunity Fund stipend is delayed, pay your entire balance in full and once the stipend posts to your student account you will be issued a refund.

**Late Financial Aid**

If your financial aid is delayed and not set to pay within the same month of the official due date, your account is subject to late fees.

**Partial pay by Financial Aid, Third Party or VA**

If financial aid or your third party sponsor is not going to cover your balance in full you need to set your portion up on the payment plan or pay the balance in full. You do not need to wait for your sponsor to pay their portion in order to pay yours. If you need help determining what you will owe, please contact the Cashier’s office.

**Late fee appeal**

If you feel you have been charged a late fee in error, send a message to the cashier’s office email Cashiers.Office@rrcc.edu. Late fee appeals will not be reviewed unless the balance is paid in full. If it is found that the account was charged in error, the late fee will be removed and refunded.

**Collection Payments**

If your account has been sent to collections, you will need to pay the collection agency directly. Once you have paid the account in full the Cashier’s office will be notified the next business day. Once this notification is received the financial holds will be removed from the account. If the payment is made by check the collection agency may notify the college after the funds are verified.