

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY E-9

STUDENT DEFERRED PAYMENT PLANS

Section 1. General

- 1.1. Scope — Policy regarding the process for providing deferred payment plans for students to allow for payment of tuition and fees in installments.
- 1.2. Authority — WV Code §18B-10-1(g) West Virginia Council for Community and Technical College Education Legislative Rule Title 135, Series 32, Tuition and Fees
- 1.3. Effective Date — July 12, 2013

Section 2. Policy

- 2.1. BridgeValley Community and Technical College (BridgeValley) will establish a deferred payment plan for students as stipulated in WV Code §18B-10-1(g) and West Virginia Council for Community and Technical College Education Series 32. A promissory note will be required for any student who wishes to enter into a deferred payment plan. Specifically this plan allows students to pay their tuition and fees as follows:
 - 2.1.1. 60% of the entire tuition and fees payment is due upon enrollment and registration according to BridgeValley's published scheduled payment due dates.
 - 2.1.2. 40% of the total tuition and fees payment can be deferred up until the sixth week of classes. Any outstanding balance can be reported to a collection agency as a debt, and the student will be subjected to the institution's late payment fee as indicated in section 5 of BOG policy E-5.
- 2.2. BridgeValley will offer an additional installment plan whereby students can enter into an agreement directly with a third party provider that allows students to pay based upon a monthly rate established by the third party provider. Only a third party provider approved by BridgeValley will be acceptable for this form of installment plan payments. Any BridgeValley approved third party provider(s) will be communicated to students via web, email, or other forms of communications.
- 2.3. BridgeValley Board of Governors delegates authority to the President of BridgeValley or his/her designee to respond to any other delayed payments by a student on a case by case basis when the student's finances are adversely affected by a legal work stoppage as indicated in §18B-10-1(g)(3).

