



# TUITION INSTALLMENT PLAN (TIP) CONTRACT

QUARTER: \_\_\_\_\_

Name: \_\_\_\_\_ SID#: \_\_\_\_\_

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

The Tuition Installment Plan (TIP) is designed to give you flexibility in meeting your financial obligation to Pierce College. The payment plan allows you to make up to three equal payments. The TIP is adjusted based on when you register and could result in less than three payments. There will be a \$25.00 non-refundable set up fee. Late payments will be assessed a \$30.00 late fee.

### PAYMENT DUE DATES:

Balance after 1<sup>st</sup> payment \_\_\_\_\_

Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Final Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

### By signing this contract, I understand that:

- I am responsible for paying the amounts above by the due dates listed.** Pierce College agrees not to refer this debt to collections as long as I make my payment arrangements by the agreed upon due dates.
- I may officially withdraw from my classes through \_\_\_\_\_ (last day for 100% refund) and that any payments I have made are subject to the Pierce College refund policy.
- I am giving Pierce College the right to **bill** for tuition and fees. I am held responsible for paying them, if I am still enrolled in classes after \_\_\_\_\_ (last day for 100% refund). Failure to make payment as agreed may result in my account being referred to collections and I will be responsible for all collection and legal fees per Washington State Law. **(Collection costs vary from an additional 25% to 34% added on top of your outstanding tuition balance.)**
- There will be a hold on my records and I will not be allowed to withdraw, obtain transcripts or register for future quarters until this debt is paid in full.**
- I understand that if I have been awarded Financial Aid, my TIP will be deducted from my financial aid check.
- It is my responsibility to maintain the accuracy of my records (change of address may be made in person at the Registration Office or on-line at [www.pierce.ctc.edu/SOS](http://www.pierce.ctc.edu/SOS)). **It is also my responsibility to contact Cashiering to update my TIP contract if I add/drop a class.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Instructions:

- Make a payment at Cashier's Office by cash, check, money order, VISA, or MasterCard
- Mail payment to: **Pierce College** or **Pierce College**  
 Attn: Cashier  
 9401 Farwest Drive SW  
 Lakewood, WA 98498  
 Phone: (253) 964-6700

**TOTAL Inc. \$25.00**

\$ \_\_\_\_\_