



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 \$15.00 non-refundable set up fee. If payment is paid after the due date a \$25.00 late fee will be charged.

Table with 3 columns: Payment Due Date, Amount Due, Payment Received Date. Includes rows for Due Date, Amount, and Date Paid.

A/R Balance to be billed _____

By signing this contract, I understand that:

- 1. 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.
2. I may officially withdraw from my classes through (10th/8th day for summer) and that any payments I have made are subject to the Pierce College refund policy.
3. 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 (10th/8th day for summer). Failure to make payment as agreed may result in my account being referred to collections and I will be responsible for all collection fees and all attorney fees. (Collection costs vary from an additional 25% or higher added on top of your outstanding tuition balance, as allowable by Washington State Law.)
4. 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.
5. I understand that if I have been awarded Financial Aid, my TIP will be deducted from my financial aid check.
6. 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). 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:

- 1. Make a payment at Cashier's Office by cash, check, money order, VISA, or MasterCard
2. Mail payment to: Pierce College or Pierce College
Attn: Cashier
9401 Farwest Drive SW
Lakewood, WA 98498
Phone: (253) 964-6700
Attn: Cashier
1601 39th Ave S E
Puyallup, WA 98374
Phone: (253) 840-8409

TOTAL Inc. \$15.00

\$ _____