

# Installment Payment Plan/Fees

## Books

Tuition and fee amounts do not include cost of books. Students must purchase their own textbooks, workbooks, and supplies. Cost of books and supplies cannot be added to your tuition payment. Bookstore purchases must be paid separately.

## Payments

All fees must be paid by cash, check, money order, Discover, MasterCard or Visa to complete a registration. Payment may be made online at <http://icampus.lee.edu> or at the cashiers' windows in Moler Hall. An installment plan is available for fall, spring, and 12-week summer classes (Students must sign the installment contract in person at the cashiers' window). A valid driver's license is required ID for checks. International students must pay by cash, money order or credit card.

## Ad Valorem Adjustment

The difference in the rate of tuition for out-of-district students and in-district students may be waived for a person and his/her dependents who own real property which is subject to Lee College District taxation.

Supporting documents, including paid, current tax receipt and, if the student is a dependent of the property owner, a copy of a current income tax return showing the student's dependent status, must be submitted to the Business Office prior to payment in order to receive this adjustment.

## Career Pilot Program Fees

Important information regarding Career Pilot Program costs and expenses:

1. All instruction is provided by independent flight school under contract with Lee College
2. Students are responsible for the following costs and expenses:
  - Aircraft rental fees
  - Incidental pilot supplies (logbook, plotter, E-6B-Manual, charts, etc.)
  - Textbooks
  - Fees for medical examinations as required by the FAA
  - Other expenses as set out in the course syllabi
3. Except as provided below, students are eligible for the Lee College discount on aircraft rental rates if they register for classes as follows:
  - Fall/spring semester: 2 Ground courses and 1 Flight course
  - Summer: 1 Ground course and 1 Flight course
4. Students who register for any class for the third time or more are not eligible for the Lee College discount aircraft rate.

*For additional information on cost and expenses call:*

David Jaroszewski, Lee College, 281-425-6527.

## Accounts Not Paid and Clear

All forms of indebtedness to the College, including tuition, fees, fines, returned checks, property loss and property damage must be paid before a student may re-enroll or have a transcript request honored. Failure to pay an outstanding account can result in the student being withdrawn from classes.

Outstanding balances from noncurrent students must be paid with cash, credit card, or cashier's check only. Checks from noncurrent students will not be accepted to pay prior balances. Students who are administratively withdrawn from classes have 14 days from the date of their notification letter to pay all outstanding indebtedness to the College and be reinstated in their classes.

## How the Installment Payment Plan Works...

Lee College offers an installment payment plan option for tuition and fees. This plan does not cover the cost of books. The option is **ONLY** available for 12-week (or longer) classes offered in the fall, spring and summer. You must be enrolled in all 12-week (or longer) classes to qualify for the installment plan. The installment plan is **available during early, regular and late registration**. Those students who are in the United States on a student visa are not eligible for the installment plan.

For early and regular registrations, prior to the payment deadline, a student must pay **50% of the tuition and fees plus a \$20 processing fee** and sign a contract. For late registration, on the day a student registers, the student must pay **50% of the tuition and fees plus a \$20 processing fee** and sign a contract. The student must sign the contract. No one will be allowed to sign the contract for the student except if the student is under 18 years of age, and then a parent/guardian must sign the contract. The balance is due in two equal payments on the dates indicated on the contract. A \$10 late fee will be assessed for each late installment payment. Late installment payments may result in the student becoming ineligible for the installment plan in another semester. Failure to make full payment may result in denial of credit for the work done that semester. **Any classes added after the initial contract is signed are due in full.** Classes dropped during the refund period will receive the appropriate refund percentage based on the drop date. The refund percentage is a percentage of the whole charge for that class, not a percentage of the initial installment payment. At the time of payment, tell the cashier you would like to choose the installment payment plan.

### Installment Payment Dates

**First Installment payment is due on or before the registration payment deadline.**

**Second payment is due approximately 4 weeks after classes start.**

**Third payment is due approximately 8 weeks after classes start.**

- Installment plans have a \$20.00 processing fee
- Installment plans will not cover the cost of books
- Installment plans are only available for 12-week or longer classes in fall, spring, and summer
- The student **MUST** sign the installment contract unless the student is under 18 years of age and then a parent must sign the contract
- Students who are in the United States on a student visa are not eligible for the installment plan
- If a student is late more than once on an installment payment, they may not be eligible for another installment plan
- Lee College **DOES NOT** send out reminder notices about installment plan payment due dates; however, the due dates are clearly stated on the contract.

## Spring Installment Payment Dates

Offered only on 12-week or longer classes:

First installment payment is due on or before **January 13, 2007**  
(or the day you register during late registration)

Second payment is due **February 13, 2007**

Third payment is due **March 20, 2007**