



PCCD INSTALLMENT PAYMENT PLAN CONTRACT

ADMINISTRATIVE PROCEDURE

Per Board Policy/Administrative Procedure 5030:

- A. Peralta Community College District allows students to pay their non-resident tuition or enrollment fee through an installment payment plan.
- B. Students who owe fees from the current or previous terms may opt to pay these fees through an installment payment plan. Students are required to pay at least \$25 of their owed fees and develop and installment payment plan prior to enrolling in classes. Students can only participate in one payment plan.
- C. International students may participate in payment plans after their first semester and only for current fees. International students who owe fees from previous terms cannot pay these through an installment plan.
1. International students must pay the International Student Health Insurance fee prior to enrolling in a payment plan. Students cannot include the International Student Health Insurance fee in payment plan
- D. Payment plans will be interest free.
- E. Payment plans will include the specific amount and due date for each installment. All payments will be completed within the term for which the enrollment is made.

STUDENT INFORMATION

FIRST NAME: _____ MI: _____ LAST NAME: _____ STUDENT ID #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE #: _____ MOBILE PHONE #: _____ EMAIL: _____

STUDENT PAYMENT PLAN AGREEMENT

I agree to pay my semester tuition fees for any previous and current terms. I will pay my current balance in four (4) equal installments on or before the sixth (6th) of each month starting in the month designated by the PCCD Office of Finance & Administration. I realize that failure to fulfill this agreement will affect my future payment plan eligibility and my current payment plan may be canceled.

STUDENT'S ELECTRONIC SIGNATURE: _____ DATE: _____

Applicant's printed name (in lieu of a signature) is required for eligibility

Save and email this completed electronic form (as an attachment) to paymentplan@peralta.edu for processing and review. After submission, you will receive an email within 7-10 business days with the status of your request. If approved, the payment schedule/installments will be posted in your [Student Center \(https://sa.peralta.edu/\)](https://sa.peralta.edu/) under finances.

PLEASE NOTE:

- If approved, the payment plan will automatically adjust to display your current account balance if you should add or drop any courses from your class schedule.
- All payments can be mailed to or paid in person at the Bursars Office on campus or online in your [Student Center](#).
- As per district policy, if you do not drop your classes by the appropriate date, you will be billed for your courses. Please consult the ["Drop Deadline and Refunds"](#) web page for more information.
- Failure to make timely payments will subject the student to the penalties described in [Board Policy 5035](#).
- Email paymentplan@peralta.edu if you have any further questions or would like to cancel the payment plan.

FINANCE OFFICE USE ONLY

APPROVED _____ DENIED _____ REASON FOR DENIAL: _____

TERM(S): _____

Processed By: _____ Date: _____ STUDENT CONTACTED? YES NO