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**Contract for Tuition Installment Payments**

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Semester \_\_\_\_\_

I (the "Student") request that I be allowed to pay my tuition and fees for the semester indicated above in which I am enrolled at Austin Community College (the "College") in accordance with the following terms and conditions:

**Terms:**

One-fourth (¼) of tuition and course-related fees, plus the full amount of any other non-course related fees as stated in the ACC Catalog or Course Schedule, must be paid at the time of registration. The remaining three payments must be made by the scheduled payment deadlines. Installment payments, in accordance with these terms, shall automatically cease when the bill for the above semester is paid in full.

**Conditions:**

1. Payments must be received by the College on or before the payment deadline as described in the terms above. It is the student's responsibility to make all payments by the appropriate dates **without regard for the College's billing procedures or postal delays**.
2. Payment must be made by cash, personal check, cashier's check, credit card or money order made payable to Austin Community College.
3. Payments not made by the due date will be assessed a late fee in an amount not to exceed the maximum rate allowable under applicable law. Regarding the payment of any fees or penalties under this Contract, the College shall never be deemed to have contracted for or be entitled to receive, collect or apply as interest on the obligations of Student, any amount in excess of the maximum rate of interest to be charged by applicable law, and, in the event the College ever receives, collects, or applies as interest any such excess, such amount which would be excessive interest shall be deemed to be a partial prepayment of Student's obligations and treated hereunder as such and, if the Student's obligations are paid in full, any remaining excess shall forthwith be paid to Student.
4. All financial aid and scholarship proceeds awarded to the Student through the College will be applied to the balance owed to the College. If the financial aid is greater than the amount owed, the College will issue a check payable to the Student.
5. If enrollment is terminated for any reason, the unpaid balance of tuition and fees is due and payable immediately.
6. The Student may be dropped from classes if a check issued for payment of an installment is returned by the maker's bank unpaid. The unpaid balance, plus the returned check charge is due immediately.
7. Any unpaid balance will be turned over to a collection agency for collection. The collection fees will be added to the Student's account.
8. The College's failure to enforce all terms and conditions stated herein shall not constitute a waiver of the underlying obligations agreed to by the Student.
9. **A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester.**

**It Is Hereby Agreed That:**

I acknowledge and accept responsibility for all debts plus any late fines and/or collection fees owed to Austin Community College under the terms and conditions stated herein, and agree that:

1. I will notify Admissions and Records of any change in my mailing address;
2. I will not receive a grade for any work performed during the semester unless all payments are made in accordance with the schedule above;
3. I will not be allowed to register for any succeeding academic period unless all debts to the College have been paid; and
4. I will not be allowed to receive an official transcript of any work completed at Austin Community College until all debts to the College have been paid.

My signature below is evidence that I have read, understood and agreed to the terms and conditions stated herein and have received a signed copy of the agreement.

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**Accepted - Student Signature**

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**Date**

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**Accepted for the College - Signature**

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**Date**