

**PAYMENT OPTIONS**

**The College is pleased to offer two options for paying tuition and fees:**

**Option 1:**

Pay your semester expenses as stated on your bill in full by the due date.

**Option 2:**

Join the Tuition Payment Plan *before* the due date on your bill. This is available to those students *taking six or more credit hours per term*.

A \$35.00 non-refundable enrollment fee is required.

Tuition and fees are divided into four equal installment payments of 25% of total tuition and fees. The due dates are as follows:

- Payment 1: November 28, 2011
- Payment 2: January 23, 2012
- Payment 3: February 13, 2012
- Payment 4: March 12, 2012

The payment required at the time of Plan enrollment will be based on the application dates.

**Payment Plan Applications Received:**

*Prior to November 21, 2011* will require only the \$35.00 enrollment fee.

*November 21, 2011 through January 23, 2012* will require the \$35.00 enrollment fee plus the first payment. (25% of tuition fees)

If you have any Payment Plan questions, please contact the Office of the Bursar at (215) 751-8987.

To enroll in the Plan, ***you must complete the application form below*** and submit it with a copy of your bill and the appropriate payment to the Office of the Bursar. The mailing address is:

**Community College of Philadelphia  
Office of the Bursar, Room BG-1  
1700 Spring Garden Street  
Philadelphia, PA 19130**

Only tuition and fees may be considered; books and the enrollment fee cannot be included in the Payment Plan.

Please be aware that the College's refund policy published in the College Catalog is applicable to students in the Payment Plan.

If you withdraw or add a course, your payment plan will be adjusted accordingly. Please check your account on MyCCP for updated information.

Detach this portion for mailing

**Spring 2012 Tuition Payment Plan Application**

**Student Information (Please Print Clearly):**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student's Banner ID Number   J  

**Plan Information: \$35.00 Per Term Non-refundable Enrollment Plan Fee**

Dr./Mr./Ms./Mrs. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

*I understand that if I do not complete my classes, I am still responsible for the payments and subject to the same refund policy as published in the Course Listing. I understand that the \$35.00 Payment Plan fee is non-refundable.*

Signature: \_\_\_\_\_

A. Total Tuition/Fees \$ \_\_\_\_\_

B. Total Due Now to College \$ \_\_\_\_\_

**Please do not mail cash. Make all checks/money orders payable to: Community College of Philadelphia.  
Credit card and E-check payments can be made by logging onto the MyCCP portal.**