

Payment Plan Application

Instructions to applicants:

1. Read guidelines below.
2. Submit form to Office of the Registrar or administrative office.

For Official Use Only

Processed by:

Date Processed:

SECTION I - STUDENT INFORMATION

Student ID Number: 0 0 0	Last name:	First name:
(Area Code) Home Telephone:	(Area Code) Office and / or Cellular Telephone:	E-mail:
Preferred campus to sign / collect payment plan <input type="checkbox"/> Chaguanas <input type="checkbox"/> S'Grande <input type="checkbox"/> City <input type="checkbox"/> South <input type="checkbox"/> El Dorado <input type="checkbox"/> Tobago	Payment plan is needed for what time frame (check only one) <input type="checkbox"/> Current semester <input type="checkbox"/> Prior semester(s)	Payment Plan is required to cover which of the following <input type="checkbox"/> Full tuition <input type="checkbox"/> COMPASS / Repeats / Part Payment of tuition due to percentage GATE funding

SECTION II - PAYMENT PLAN GUIDELINES

1. Students accessing the payment plan will be required to pay a payment plan processing fee of \$50.00 for each semester in which a plan is accessed. This processing fee is non-refundable.
2. College fees will not be included in the payment plan.
3. **Students accessing the payment plan are required to pay college fees in full before submitting the payment plan application.**
4. Students wishing to access the College's payment plan must apply by completing the approved Payment Plan Application Form available through authorised offices.
5. Payment plans are not available to students on scholarship or sponsorship for the semester in which the plan is being accessed.
6. Eligible applicants for a payment plan will be entered on Banner. Thereafter the payment plan agreement must be signed.
7. Students entering into a payment plan agreement should do so before the expiration of the fee payment deadline to avoid late fee charges. Students who seek to apply for a plan after the expiration of the fee payment deadline will be charged the late fee.
8. Students who have entered into a payment plan agreement with the College will be placed on a financial hold for every missed instalment.
9. Students who fail to fulfil the conditions of a previous payment plan agreement will not be permitted to access this facility in subsequent semesters until such time that the previous debt has been paid in full.
10. The College accepts cash, manager's cheques, bank drafts, credit or debit (LINX) cards and online payments.
11. Cheques must be made payable to COSTAATT.

Signature of student in acknowledgment of guidelines above

Date

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