POLICY

1. Regular Registration

   Student bills for tuition and fees must be paid at the time of registration. Failure to make payment for tuition and fees will cause the courses selected to be voided from the student's schedule. A tuition payment plan is available that allows students to pay tuition and fees in equal installments.

2. Late Registration

   Student bills for tuition and fees must be paid at the time of registration.

3. Method of Payment

   Personal, certified, or business checks or money orders are acceptable if made payable to Ocean County College. Checks or money orders must include the student's name and his or her student I.D. number. The college also accepts cash, VISA, MASTERCARD, DISCOVER, AND AMERICAN EXPRESS.

   A charge of $25.00 will be assessed for all checks issued to the college and not paid upon presentation to the bank. Once a personal check is returned by a bank to the college it will not be re-deposited nor will the college accept another personal check in its place. Instead, payment will have to be made in cash or by certified check or money order.

   Once payment has been made the check cannot be returned to the student if the student changes his or her mind about attending. Likewise, the student should not process a stop payment order at his or her bank. The college will treat a stop payment as a returned check and will apply the $25.00 returned check charge. Instead, the student should go to the Office of Registration and Records and process a drop form. The college will in turn generate a refund in the appropriate amount.

4. Withholding Student Grades and Transcript

   Grade reports and transcripts will not be released until the student's account balance is brought current.

Adopted: December 12, 1994
Revised: July 25, 2011