Payment Plan Enrollment
Step-by-Step

GCC offers the opportunity for students to pay their bill in 4 monthly installments during a semester. A $35 non-refundable fee will be charged for each semester a student enrolls in the payment plan. This fee must be paid with the first payment.

- Once logged into MyGCC, select the My Account menu.
- Select Billing Worksheet/Payment Plan Enrollment Form (under Billing).
- Under Anticipated Credits, indicate whether you 1) plan to waive, 2) have waived, or 3) are not being charged for the student health insurance.
- Provide any financial resources you will be receiving for the indicated semester. Do not include resources already processed by the Bursar’s Office.
  - To view your financial aid package, select the My Financial Aid menu, click on Award Summary by Year, select the Aid Year from the pull-down menu, and click Submit.
  - To view resources that have been processed, select the My Account menu followed by the Account Summary by Term/Pay Your Bill option. Processed resources will show under the Payment column. Do NOT include these resources in your payment plan form.
- Under Balance Due, select “Yes” to the Enroll in Payment Plan question.
- Review the payment plan dates and amounts.
- Review the Student Certification Statement. Check the box to acknowledge and agree to the statement.
- Click Submit. An email confirmation will be sent to your student email address. Review the message and save for your records.

Note: If your schedule changes after you have completed this form, your payments will be adjusted accordingly on your next bill. GCC reserves the right to assess a $10 late fee and/or place an administrative hold on your account for each month a payment is more than 30 days past due.

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