Payment Plan enrollment Form/Billing Worksheet

Review the Billing Q&A on reverse to determine whether you must complete this worksheet. Return this worksheet with payment.

Step 1-Determine the amount you owe:
To obtain an explanation of the most common mandatory charges visit our website at www.gcc.mass.edu/billing.
Click on the “Tuition & fees” menu and choose “Explanation of most common charges.”

1) Total Current Term Charges: $__________ Refer to your billing statement. For information, visit: www.gcc.mass.edu/billing. Choose “Your Bill”.
2) Less: Financial Aid: ___________ Deduct financial aid funds shown on your signed award letter. (Must have been awarded aid by the due date of bill)
3) Less: Tuition Waivers: ___________ Deduct any tuition and/or fee waivers. (Official waiver documentation must be attached)
4) Less: Private Scholarships: ___________ Deduct any private scholarships awarded to you. (Scholarship award letters must be attached)
5) Less: In-house Grants: ___________ Deduct any in-house grants awarded to you. Enter grant type here: __________________________
6) Less: Third Party Payments: ___________ Deduct amount to be paid by third party. (Purchase order or written commitment to pay must be attached)
7) Enter amount you owe: $__________ This amount is due upon registration.

Step 2-Enroll in the payment plan:
See additional information at www.gcc.mass.edu/billing under “Billing” menu.

If you are a financial aid applicant, you must continue to make regular payments until your summer financial aid is awarded. Once awarded, you must continue to make regular monthly payments if you do not have enough financial aid to pay your entire balance.

Your payment plan must be completed by the final due date of July 5, 2022. Your first payment is due immediately upon receipt of your first bill. The remaining payment due dates are May 4, June 3, and July 5 (No Exceptions). A bill will be sent to you at least 10 days prior to each due date. If you are signing up late for the payment plan, payments for due dates that have passed must be paid at the time you sign up for the plan. If a due date is approaching, that payment must be paid by the approaching due date. A one-time $35 non-refundable fee per semester applies and must be paid with your first payment at the time you sign up for the plan. We reserve the right to charge a $10 late fee for each month your account is more than 30 days past due. To determine your payment plan amounts, calculate as follows:

1) Enter the amount due as determined in line seven of step 1: $__________
2) Divide by 4 (one quarter of bill is due) if signing up prior to the second due date of May 4. If signing up after that date, divide by four, then multiply by the number of due dates that have passed. Enter the result here: ____________
3) Add payment plan fee: 35.00
4) Equals amount due and payable immediately: (Include your first payment with this worksheet) $__________

Step 3-Complete the Online Student Financial Services Information Release Form:

In order to protect your privacy, Federal law restricts Greenfield Community College from discussing your financial aid status and account information by phone or in person with a parent or other third party individual without your consent. A student who wishes to allow their parent(s) or another party access to their financial aid and student account information must complete the Student Financial Services Information Release Form via your “MyGCC” account. NOTE: This authorization is strictly for use by the Student Financial Services Office only. To authorize the release of student academic information, please contact the Registrar’s Office.

For more information visit our website at: http://www.gcc.mass.edu/billing/forms/confidentiality-waiver/

Student Certification Statement:

I understand that by signing this form I am acknowledging and I agree to the following: I am responsible for payment of any charges shown on my account including tuition, all fees, books, program fees, or any other charges associated with my enrollment in classes, regardless of the source of payment I’ve listed on this worksheet. If a balance remains on my account due to a Federal Title IV return of financial aid funds calculation, I understand that within 45 days from receipt of notification from the Financial Aid Office that my aid has been reduced, I must either pay the balance in full or make repayment arrangements with the Student Billing Office; If a payment has not been made on my behalf by the third party(s) I’ve listed on this worksheet, I understand that charges will be billed to me by or before the end of the semester and I am responsible for paying any outstanding charges within 30 days from the date of the bill. I also understand that any unpaid balance on my account is subject to additional collection action including: denial of additional services from GCC, late fees, collection agency referral, collection fees, and MA State Intercept of state payments due me, including state tax refunds as explained on the reverse of my billing statements.

Student Signature: ________________________ Today’s Date: ________________________

Billing Q&A on reverse
What is the due date of my bill?

**Summer bills are due immediately upon registration.** See reverse of your bill for instructions on how to pay your bill. If you are considering dropping or exchanging classes after your initial registration, it is very important that you read our refund policy to determine whether you will be eligible for a reduction in charges. If you are a financial aid grant or student loan recipient, we strongly urge you to check with the Student Financial Services Office to see how your aid may be affected. NOTE: The $20 registration fee and $35 payment plan fee are non-refundable.

Who do I contact with questions about my bill?

You can find answers to most of your billing questions on our website at: [www.gcc.mass.edu/billing](http://www.gcc.mass.edu/billing). Place your cursor over the menu topic and choose your option. Or, contact the GCC Student Financial Services Office (see above for contact information).

What do I do upon receipt of my bill?

1) **Review your charges and your class schedule shown on your billing statement.** For an explanation of your charges, visit our website at: [www.gcc.mass.edu/billing](http://www.gcc.mass.edu/billing). Choose “Explanation of Most Common Charges” under the Tuition and Fees menu.

2) **Carefully read our refund policy located on the reverse of your bill.** If you drop classes, stop attending classes, or officially withdraw from classes (including medical withdrawals), you must follow appropriate procedures. It is very important that you know the deadlines for obtaining any reduction in charges as a result of these actions and how these actions will affect your financial responsibilities to the college. In addition, Financial Aid recipients should also carefully review the Federal Refund Policy and consult with the Student Financial Services Office to determine how your financial aid eligibility may be affected if you drop classes, stop attending, or officially withdraw from the college. The Federal Financial Aid refund policy is located on our website at [www.gcc.mass.edu/billing](http://www.gcc.mass.edu/billing). Choose “Financial Aid Refund Policy” under the “Refund Policies” menu.

3) **Pay your bill in full.** You must pay your entire balance in full immediately upon registration. NOTE: Summer session payment plans may be available on a case-by-case basis for extenuating circumstances. Please reach out to the Student Financial Services Office to request a payment plan for summer session 1 or 2. A $35 fee per semester applies. For additional information, see payment plan section of the worksheet on reverse. See reverse of your bill for instructions on how to pay.