



**\*\*Here are Your Payment Options for Summer 2020\*\***  
**Important Dates to Remember**

(Please Note: you may not receive a bill prior to the payment due date.)

- June 3, 2020**                      Installment 1 of Payment Plan due.
- July 3, 2020**                     Installment 2 of Payment Plan due.
- August 3, 2020**                 Installment 3 of Payment Plan due.

**Students must have a payment method in place by 6/3/2020 or a \$100 FEE assessment will be applied to the student’s account. Maximum late fee per term is \$100.**

- **Payment methods include:**
  - Option 1: Pay Your Tuition in Full at the time of registration
  - Option 2: Financial Aid
  - Option 3: Payment Plan
  - Option 4: Defer fees to an Authorized Agency or Third Party (i.e. Bay Area, TAA, VA, DVR)
  - Option 5: Employer Reimbursement
- **If payments are not received by the due dates, late fees may accumulate of up to \$100 and a hold will be placed on your account. No further enrollment in current or/and future terms will be allowed, grade reports or degrees will not be processed, and requests for transcripts will be denied until the balance due is paid in full. If checks are returned for insufficient funds or other reason, your student account will be assessed an additional \$25 fee. Accounts over 120 days past due are submitted to the Wisconsin Tax Refund Intercept Program (TRIP) or State Debt Collection (SDC) and additional collection fees will be assessed.**

Pay option instructions can be found on the [www.gotoltc.edu](http://www.gotoltc.edu) web site.

1. Under Academics click on Financial Aid
2. Click on the “Pay Tuition” box
3. Click on the option that fits your need.

To make payment method:

1. Pay cash, check, or credit card (Visa/Mastercard) in person
2. Log into MYLTC – make payment online.
3. Mail payment to LTC Cleveland Campus, attention billing

**Refund Policy**

By enrolling in classes, you agree to be responsible for the payment of related tuition and fees according to the college payment policy. Should you choose **not to attend** the class(es), you **must drop** the class(es) on or before the first day of class to avoid any charges. Any drops that occur after the class start date will result in tuition charges to your account. Attendance records do **NOT** affect your amount due. Failure to pay your tuition bill can result in suspension of registration and records access, collection agency action, and additional collections fees added to your balance. Official withdrawals and requests for refunds or adjustments must be made by contacting Student Records at LTC Cleveland 920.693.1888. **If you do not officially withdraw from the class(es), you will be responsible for payment of the class(es) according to the refund policy below.**

Time Remaining in Class	Refund Percent
99-90%.....	80%
89-80%.....	60%
Less than 80%.....	0%

**Financial Coach Assistance is available to students with past due balances. The Financial Coach is available to help students balance school, work, and finances. Contact 920.693.1690 for more information.**