



## ADMINISTRATIVE RULE

Approval Date: 08/23/23

Effective Date: 08/23/23

Last Revised: 08/23/23

<b>Rule Number/Name:</b>	060.009.000 – Accounts Receivable
<b>Responsible Department:</b>	Business Office
<b>Authority:</b>	Chief Financial Officer

By registering for any class or receiving any service from CGCC, you accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of your registration and/or receipt of services. This includes balances that may rely on expected third-party resources that may not have been received, including but not limited to financial aid, third party scholarships, gifts, employer reimbursements or any other external resource.

Students should understand that they are expected to attend all classes for which they have enrolled. Students who do not attend the classes, or stop attending classes and fail to drop the class or classes by the drop deadline listed in the published schedule, will be responsible for all tuition and fees due.

Consistent with CGCC's published schedule, in the event that CGCC determines it must suspend or alter its operations in whole or in part due to epidemic, pandemic, other public health emergency, extreme weather, natural disaster, acts or threatened acts of terrorism or war, or any single act or combination of events beyond CGCC's control, CGCC may suspend, reduce, terminate, and/or modify its operations in whole or in part, which may or may not include offering online or other alternative learning options, at its discretion. In any such event, CGCC is under no obligation to refund or credit any portion of tuition, fees, or other charges paid or owed, but it may do so at its discretion.

## ACCOUNT BALANCE

Student account balances are visible via their student portal as well as billing statements sent either through mail or e-billing by the College. Students are responsible for verifying their balances periodically in the online portal. The college does not mail initial bills or statements. Students not receiving a mailed bill or statement does not constitute a valid justification for lack of remitting payment. In addition, it is the student's responsibility to update financial contact information (e.g. e-mail and physical address) in order to ensure that notices are received.



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All amounts are due in full at the time of registration and if after 30 days of the term, you have an outstanding balance on your account, you will be charged a 10% of account balance, up to \$75 late payment fee.

### FINANCIAL HOLDS

If your student account is not paid in-full by the beginning of pre-registration for the upcoming academic term, a financial hold will be placed on your account preventing you from registering for the upcoming term. **In order to register for the next term, the account balance must be below \$1,000. If the balance exceeds this amount or if there are charges on the account that are older than two academic terms, the student will not be able to register.** Other financial holds may be placed on your account if items are not returned to departments at the College (such as the Library).

### REGISTRATION CANCELLATION POLICY

You must pay in full all past due balances or fulfill an agreed upon payment plan. Students that do not pay by the due date or fulfill payment terms may be dropped from their classes and future registration will be canceled. If your registration is canceled for non-payment, you will not be allowed to register again until payment in full has been posted to your student account. Please be aware that there is no guarantee that the same classes will be available.

### PAYMENTS

Payments can be made in-person or through the student portal. Payments can be made through the following:

- Online - through your student portal at [my.cgcc.edu/cmcpportal](http://my.cgcc.edu/cmcpportal)
- In Person - at the Business Office in Bldg. 2 or Student Services in Bldg. 3 (Hood River Campus on Tues & Thurs)
- By Phone - The Business Office (541) 506-6057, Student Services (541) 506-6011, ext.2
- Tuition Payment Plan - In person to the Business Office in Bldg. 2, The Dalles Campus

Authorized payment plans are available for students to enroll in through the student portal in 3 maximum installments. Students are able to sign up for payment plans prior to the start of the term. Following are the payment plan deadlines:



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	Summer	Fall	Winter	Spring
Open Enrollment for Payment Plan	May 15th	June 15th	November 15th	February 15th
Payment Plan Enrollment Closed	July 15th	November 15th	February 15th	May 15th
First Payment Due*	June 15th	October 15th	January 15th	April 15th

\* Payments are due on the 15th of each month within the plan period.

### COLLECTIONS

Past due receivables are followed up promptly by the college. If the account is in unpaid status for more than 6 months, the account may be turned over to a third-party which may be a debt collection company or an attorney. If CGCC refers your student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party.

Collection fees of up to 25% of your student account balance plus other fees incurred in collecting the balance due, including but not limited to attorney fees and court costs incurred at trial and on appeal. The collection fee will be added to your balance due and will be due and owed no earlier than sixty (60) days after the date your payment is due and prior to referring your account to a collection agency.

### NSF Checks

Upon notice of NSF Checks by the bank, a block is immediately placed on the student's account. An NSF handling fee is then charged to the student account and the account may be turned over to a third-party to pursue collection.



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### Interpretation of Administrative Rule

Chief Financial Officer

### Cross Reference to Related Administrative Rules

1. AR 005.004.000 – Student Refunds
2. AR 060.002.00 – Cash Management

### Further Information

VP of Financial Services  
(541) 506-6050