


Northampton Community College

PAYMENT PLAN AGREEMENT

Section A Student ID: _____

Student Name:(Last) _____ (First) _____ (MI) _____

Address: _____

City: _____ State: _____ Zip: _____

Student Phone Number: Cell () _____ - _____ Home: () _____ - _____

Email Address: _____

Section B You are enrolling in the Northampton Community College Payment Plan. This plan is interest free but does require a \$35 Enrollment Fee for EACH semester you choose to enroll. There is a Monthly \$25 Late Fee if your payment is not received by the due date. (No grace period)

Semester: _____ Year: _____ (*Note for Summer: Must be registered in both Summer 1 and 2 or Late Summer 1)

Payment Plan Enrollment Date: _____ (Today's date)

Balance on Student Account: _____

Deduct Pending Financial Aid as of this date: _____ (-)

Payment Plan Balance: _____ # of Monthly Payments: _____

Amount Due Today: _____ + Payment Plan Enrollment Fee: \$35.00 = Total Payment _____

Monthly Payment Amount: _____

Payments due the _____ of each month: (1st of month for Fall/Spring; 15th of month for Summer)

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec (circle all that apply)

Section C

Credit Card Authorization

_____ (Initial) One time Down Payment –
I agree to have NCC charge card listed below for the
Amount Due Today + Enrollment fee. I will make all other
payment plan payments on my own by the due dates.

OR

_____ (Initial) Recurring Auto Payments-
I agree to have NCC charge card listed below for all
payment plan payments.

Cardholder Name: _____

Card Billing Address (no PO Box) Street: _____ City _____ State _____ Zip _____
Last First MI

Cell Phone () _____ Home Phone () _____

Mastercard Visa Amex Discover _____

Exp. Date _____ / _____ Security Code _____

Cardholder Signature _____ Date _____ (Revised 1/23/20)

Section D

IMPORTANT: PLEASE READ THE REVERSE SIDE OF THIS AGREEMENT. By signing below, the student agrees to pay balance on student account and agrees to all terms & conditions listed and explained in agreement on the reverse side of this document. If you have any questions on this payment plan agreement or the balance on your account has changed please call or email the Bursar's Office at (610) 861-5407 or bursar@northampton.edu

Student Signature

Date

Bursar/Enrollment Services Signature

Date

Bursar's Office
Phone: 610-861-5407
Fax: 610-861-4111
Bursar@northampton.edu

Payment Plan Agreement Terms & Conditions

- The payment plan enrollment process must be repeated each semester; it is not automatic. Summer semesters are combined into one plan and require a minimum registration period of 10 weeks of instruction. Enrollment for mid-session and specialized programs requires approval by the Bursar's office prior to enrollment. Financial Aid cannot be used for down payment or to cover the \$35 enrollment fee.
- If the student account balance changes after payment plan enrollment, the monthly payment is adjusted. NCC may require additional down payment for accounts that increase after enrollment. A student who drops or withdraws from NCC or does not attend classes will be responsible for payment of their account balance according to the NCC Policies, Procedures and Academic Calendar.
- Financial Aid received after enrollment in the payment plan will adjust the payment schedule accordingly. Balance not covered by financial aid is divided equally by the number of monthly payments remaining on the plan. Any credit balance on the account is refunded to the student, and the account is closed. Financial aid does not replace the monthly payment due unless the account balance is zero.
- Monthly payments Options:
 - Online through your student portal MyNCC. System will default to full balance due, change amount to match payment plan monthly payment.
 - Students may pay monthly payments through a recurring card authorization. Cards will be charged on the 1st business day of each month for the payment amount due on that date (15th of the month for summer plan). (Recurring credit card authorization must be requested at time of enrollment-in Section C on reverse side of this form.)
 - Drop box is located outside Student Enrollment Center-Main Campus and Monroe Campus drop box is located near the entrance to Keystone Hall. Payment plan payments cannot be made at cashier windows. Cash should never be placed in drop box.
 - Make checks payable to: NCC
Remit address:
Northampton Community College – Bursar's Office
Payment Plan
3835 Green Pond Road
Bethlehem, PA 18020
Remember to include student ID# on your check.
*No post-dated checks accepted.
- Failure to receive a bill or coupons from NCC does not relieve student of the responsibility to make payments by the due dates. Keep a copy of this Payment Plan Agreement for your records
- If I miss a scheduled payment, additional fees may apply and NCC may cancel my contract. My entire balance will become due and payable to Northampton Community College upon demand. I may be dropped from classes with no refund and may not be eligible for the payment plan in a future semester. I will be reported to a national credit bureau, a private collection agency and additional collection costs will be charged and become the responsibility of the student. **College policy does not allow registration for future sessions or the receipt of transcript, grades or diploma until the account balance is paid in full. Payment arrangements do not satisfy this requirement.**
- NCC Payment Plan Fees:
 - \$35 Enrollment fee (nonrefundable)
 - \$25 Late fee (No grace period)
 - \$25 Return check fee

Revised 1/23/2020