

TMCC Billing Policy (Page 21)

TMCC uses a centralized billing system. Student charges are generated from the number of credits that a student enrolls in at the time of the student registration. The first billing will be sent out after the last day to add but before the first financial aid disbursement. A second billing notification will be sent after the first disbursement. The Business Office will print the invoices for the semester. The student billing statement will be mailed to the student's permanent address that is listed in the Registrar's office.

All students will be billed. No exceptions will be made. If an employer or outside organization is paying the students tuition and fees, it will be the student responsibility to submit the billing statement to them.

Tuition and fee charges are billed by the semester. Students with an outstanding balance from previous semesters will receive a warning and be permitted registration access in a subsequent semester, however; students will not receive grades, transcripts or diplomas until the account is cleared.

~~A payment plan may be allowed for those students who are unable to pay their tuition and fees. The students will need to pay 50% of their tuition and fees expenses during the fourth week of class with the remaining balance (50%) paid by the end of the semester. Bills must be paid in full by the completion of the semester.~~

Institutional Work Program (Insert Page 21)

TMCC has implemented an institutional volunteer work program to allow current and former students the opportunity to volunteer to work off unpaid debt in order to clear their accounts. The hourly rate for the TMCC Institutional Work Program is set at the Federal Work Study rate.

Eligibility:

1. Have an outstanding balance
2. Able to pass background check
3. Must pass drug test prior to working
4. Be in good academic standing

Requirements:

1. Follow supervisor instructions
2. Follow TMCC policies and procedures
3. Be on time for scheduled work hours
4. Punch a time clock
5. Comply with any dress or safety requirements

Termination:

Students will be terminated from the program for the following reasons:

1. Failure to pass a drug test
2. Continuous tardiness without valid reason
3. Failure to show up for scheduled work without contacting the direct supervision
4. Insubordination

To obtain an application, contact the business office.