DELAWARE TECHNICAL COMMUNITY COLLEGE

IMPORTANT INFORMATION

Financial Responsibility Statement

Students are responsible for paying tuition and fees when they enroll. The College will not delete any registration or drop any course for a student's failure to make payment to the College. Additionally, failure to attend any class or failure to receive a bill does not remove the student's financial responsibility. **Students who do not plan to attend class or classes are responsible for officially dropping each course, according to the Tuition/Fee Adjustment Policy deadlines, to minimize their financial responsibility.**

Installment Payment Plan

Delaware Tech has partnered with Nelnet Business Solutions (NBS) as a way to increase affordability and access to education. The Installment Payment Plan (the Plan) allows students to defer the cost of tuition and fees through a payment option that offers installment payments rather than in one-lump sum payment. The Plan is available each semester on the opening day of registration.

Enrollment into the Plan is only available for a limited time each semester (through the drop/add period); however, early enrollment is encouraged because the down payment amount is determined by the date on which the student signs up. Earlier signup results in a lower required down payment and a greater number of installments, resulting in much more affordable monthly payments. After you register for classes, you can enroll into the NBS Installment Payment Plan to pay your tuition and fees in smaller monthly installments. The specific timeline for these installment payment options are available by logging into the Plan. If you do not wish to enroll in the Plan, you can pay your tuition and fees in full in person at the Business Office or pay online. Students and parents should review all of the information about the Plan carefully before signing up. Nelnet Business Solutions is a third party, and payment plan agreements are executed between the student and NBS - not Delaware Tech.

Payment Deadlines

As stated above, students are responsible for paying tuition and fees when they enroll, therefore payment is due when a student enrolls. The student has the option of paying the College in full in person, enrolling online into the Installment Payment Plan, or using awarded financial aid. **If a student does not make a payment to the College, does not enroll in the Installment Payment Plan and/or does not receive financial aid, Delaware Tech will not delete the registration, and the student will still be responsible to pay.** A student account becomes delinquent when the student has not made payment in full to the College or has not enrolled in the Installment Payment Plan by the second week of the semester. When accounts are delinquent, the College will place a financial hold on the account, preventing future registration, and related services. Accounts that remain delinquent at the end of the semester are referred to a collections agency.

Tuition/Fee Adjustment Policy Course Drop (or Semester Withdrawal)

To receive a tuition/fee adjustment for a course drop, the student must first officially drop the course (see Course Drop/Add/ Withdrawal Procedure). Students will not be charged any tuition or refundable fees (lab or technology support) for courses dropped before or during the first week of the session. Students will be responsible for 50% of the tuition and refundable fees for courses dropped during the second week of the session. After the second week, students may officially withdraw from a class, but there is no tuition/fee adjustment. Students are responsible for 100% of tuition and fees for officially withdrawn courses. For courses less than four weeks in length, there is no tuition/fee adjustment period. Students enrolled in these courses on the first day of the session are responsible for 100% of the assessed tuition and fees. Several fees are non-refundable: registration, late registration, student services, healthcare program, credit by examination, evaluation of work experience, graduation, and pass-through fees.