



# Santiago Canyon College

## REQUEST FOR TUITION PAYMENT PLAN

F-1 international students are required to show official bank certification verifying the student has sufficient financial funds to cover annual \$27,376 expenses. Payment plan requests are reviewed on a case-by-case basis by the International Student Office administrator. The approval of one payment plan does not imply an auto-approval for future semesters. Students must complete a separate form for each semester you wish to request a payment plan. *Before a tuition payment plan is established, students must follow the campus-wide non-payment drop policy.* Avoid registration complications by submitting a request as early as possible. Tuition payment plans are not available for outstanding balances from previous terms.

SECTION A: STUDENT INFORMATION	
Name (last, first, middle initial)	Student ID
Email Address	Daytime phone number
SECTION B: REQUESTING PAYMENT PLAN	
Semester	Total Balance Due
Have you previously had a payment plan at SCC? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please list which semester(s):
Justification and Reasons for Request (supporting documentation may be requested):	
<b>STUDENT ACKNOWLEDGEMENT:</b> My signature below reflects that I have received and read the instructions for requesting and completing a payment plan. I understand that installments must be paid by the due dates determined by the Cashiers Office. I understand my responsibilities to ensure I maintain a payment plan in good standing. Any missed deadlines can result in the denial of future payment plans.	
Student Signature	Date
SECTION C: OFFICE USE ONLY	
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments:
Coordinator Signature	
Administrator Signature	Date
<i>If approved, complete STEP 2 as soon as possible. Students will not be exempt from the campus drop policy until payment plan is finalized.</i>	

**International Student Office (A-203)**  
Santiago Canyon College  
8045 E. Chapman Ave, Orange, CA 92869  
international@sccollege.edu | 714-628-5050

*What happens here matters.*



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## INTERNATIONAL STUDENT OFFICE - INSTRUCTIONS FOR REQUESTING A TUITION PAYMENT PLAN

### STEP 1: Submitting a request for a tuition payment plan

- Student must fill out the REQUEST FOR A TUITION PAYMENT PLAN form and submit the original to the International Student Office (A-203). No copies or duplicates will be accepted. Please allow up to 5 business days for review. The process requires reviewing payment dates to confirm up-to-date payments in accordance with the campus' payment policy. *Unless authorized, payments plans are not accepted for students in their first or last semester as admittance to the school is dependent on having sufficient financial funding.*
- The decision will be provided to the student through email.
  - **If approved:** the student must visit the International Student Office to pick up the original, signed request form—this form is needed to complete STEP 2.
  - **If denied:** the International Student Office will keep the original form on file and provide the student a copy. Students are then expected to make payments in accordance to the school's non-payment policy. Visit the following webpage for more information: [www.sccollege.edu/international](http://www.sccollege.edu/international) → Cost of Attendance → Drop for non-payment policy.

### STEP 2: Setting up the Tuition Payment Plan

- Student will visit the Cashiers Office in E-102 during office hours and provide the Cashiers Office the original REQUEST FOR A TUITION PAYMENT PLAN form.
- The Cashiers Office will create a payment plan in which the student will have a total of four payments. The first payment must be paid in order to finalize the payment plan.
  - The first payment consists of the following fees: health fee, student representation fee, student life and leadership fee (optional), any course material fees, in-state enrollment fees, and at least 25% of the out-of-state enrollment fees.
  - The remaining balance of enrollment fees will be split into 3 installments and expected to be paid monthly.
- A copy of the payment plan will be provided to the student.

**NOTE: Students will not be exempt from the 3-DAY NONPAYMENT DROP policy until STEP 2 is completed!**

### STEP 3: Making payments

- All remaining payments are made in-person at the Cashiers Office (E-102). The amount due for each month must be paid before the due date. Students should mention their payment plan when making payments.
- Students can make payments any time before the monthly due dates.

*It is the student's responsibility to complete the steps listed above.*

### CONTACT INFORMATION

**International Student Office (A-203)**  
[www.sccollege.edu/international](http://www.sccollege.edu/international)  
[international@sccollege.edu](mailto:international@sccollege.edu) | +1-714-628-5050

**Cashiers Office (E-102)**  
[www.sccollege.edu/studentServices/cashier](http://www.sccollege.edu/studentServices/cashier)  
+1-714-628-4727