



**Four-Installment Financial Agreement With  
West Virginia Northern Community College  
Summer 2019 (201804)**

**IMPORTANT: 25% DOWN PLUS \$20.00 FEE DUE AT SIGN-UP**

I, \_\_\_\_\_ agree to pay the incurred tuition and fee charges in **FOUR** installments over the course of the semester. *I understand that even if I totally withdraw from courses, I am not exempt from meeting the terms of this payment agreement.*

My total amount owed may be adjusted to reflect the tuition refund policy upon a *total and official withdrawal* and I may make modified arrangements to pay off the total amount of my bill by the final due date listed. I understand that administrative withdrawals (AW) are not considered "official" withdrawals and I will be responsible to pay for any tuition and fees assessed for courses from which I have been registered and been administratively withdrawn. If I am paying an amount on my bill in excess of financial aid, I understand that I will have to speak with financial aid about any matters that pertain to my funding and related to their department. If I drop less than all of my courses, I understand that my partial withdrawal is *not* subject to the Tuition and Fees Refund policy and I will pay the cost of the course. If I become delinquent on my payments, a financial hold may be placed on my account prior to the final payment deadline.

I realize that my academic records, such as grades, diploma, and certificates may be placed on hold until this financial obligation to the college has been met.

**If I fail to abide by the terms of this agreement, my account will be turned over to a collection agency and I will owe the remaining balance of the account and any and all fees assessed by the collection agency.**

I have read the above financial agreement and understand the responsibility I am entering into with West Virginia Northern Community College.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Please Print): \_\_\_\_\_

Student's ID# \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Includes Payment Plan Fee of \$20.00** (Detail Code = FISU) **TOTAL ACCOUNT BALANCE AT TIME OF AGREEMENT: \$** \_\_\_\_\_

	\$	06/06/2019	\$	07/11/2019	\$	08/8/2019	\$
--	----	------------	----	------------	----	-----------	----

Please note that students have a 3-day grace period from the due date on the installments.  
Failure to pay based on the above stated deadlines will result in a financial hold being placed on the account until missed payments are processed and the account is again up-to-date.

***WVNCC OFFICE USE ONLY:***

Accepted/Amounts Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
WVNCC Representative Campus : \_\_\_\_\_

Checklist: Did you make sure all amounts add up to the total account balance? Y/N  
Did you apply the \$20 Fee? Y/N Did you write the total account balance on the line above? Y/N

Return completed form to your local campus,  
Or mail to: WVNCC ATTN-Business Office, 1704 Market Street, Wheeling WV 26003  
Or fax to: 304-232-8187