

---

# Student Billing and Payment Policies

By registering for classes, a student assumes an obligation to care for charges incurred in an expeditious manner. All student accounts are to be cared for by the time of registration.

## Pre-Payment Discount

A pre-payment discount is available. Students must pay the fall semester balance by July 15 and the spring semester balance by December 15. If a student does not register until after the first payment due date, the student will have missed the opportunity to take advantage of this discount.

Payments made in full by credit card receive a 2% discount. Payments made in full by cash or check receive a 3% discount. The student must have all prior balances paid in order to be eligible for the discount. Discounts will not be recalculated if the original estimated charges or estimated financial aid change for any reason.

## Monthly Payment Plan

Students who do not pay their semester balance in full by the discount date will automatically be set up with a five-payment plan. A \$100 payment plan fee will be assessed each semester for all students who elect the monthly payment plan. 2009/2010 bills will be mailed on the following dates:

| <b>Fall 2009</b>  |                  | <b>Spring 2010</b> |             |
|-------------------|------------------|--------------------|-------------|
| Billing Date      | Payment Due date | Billing date       | Payment Due |
| July 1, 2009      | July 15          | December 1, 2009   | December 15 |
| August 1, 2009    | August 15        | January 1, 2010    | January 15  |
| September 1, 2009 | September 15     | February 1, 2010   | February 15 |
| October 1, 2009   | October 15       | March 1, 2010      | March 15    |
| November 1, 2009  | November 15      | April 1, 2010      | April 15    |

## Payment Plan Fee Waiver

There are two options to avoid the \$100 payment plan fee:

1. Pay your entire balance due, in full, prior to the first day of attendance for the semester.
2. Authorize BBC to automatically withdraw the calculated required monthly payment from your bank account. If you revoke your authorization for the automatic withdrawal at anytime during the semester, you will then incur the entire \$100 payment plan fee.

## Late Fee

There is a five-day grace period for late payments. Any student who has not made their required payment by the end of the grace period, will be assessed a \$15 late fee.

## Overpayments and Refunds

In the event you have overpaid your charges, we will refund the overpayment upon your request. If a request for refund is not made, your overpaid balance will be applied to future semesters.

You also may receive a refund if you have an overpayment generated from Title IV financial aid. If this happens we are required by financial aid regulations to refund the difference. If you wish to have the overpayment applied to future semesters, you can simply endorse the check back to the school and it will be applied to the next semester.