

## Tidewater Community College Payment Plan – Important Dates

	Spring 2018
<b>Payment plan available</b>	<b>Oct 30 – January 6</b>
First date payment plan is available	Oct 30
Last date to create a 20% down payment contract	Nov 10
Last date to request adjustment before first installment payment is processed	Nov 11
<b>First payment date*</b>	<b>Nov 16</b>
Last date to enter into a 40% down payment contract	Dec 10
Last date to request decrease before second installment payment is processed	Dec 11
<b>Second payment date*</b>	<b>Dec 16</b>
Tuition due date	Dec 18
Last date payment plan is available for establishing new contracts	Jan 6
Last date to request decrease before third installment payment is processed	Jan 11
Last date to increase agreement balance	Jan 15
<b>Third payment date*</b>	<b>Jan 16</b>
Last date to terminate agreement	Jan 21
Guarantee agreement date -Termination notices sent by TMS on or before this date	Jan 22
Last date to request decrease before fourth installment payment is processed	Feb 11
Refunds processed for agreements cancelled prior to the Guarantee date	Feb 12
<b>Fourth payment date*</b>	<b>Feb 16</b>
Last date to decrease balance	Feb 21
Refunds processed for payment plan	Mar 26

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**\*Payments are always processed on the 16<sup>th</sup> of each month unless it is a holiday or weekend. In these cases, payments are processed on the next business day.**

**\*\*Requests made on the last day to increase or terminate must be made within college business hours to be approved.**

**Note: Changes to enrollment will not automatically change payment plan contract amounts. Any adjustments to a payment plan must be made by logging into the TMS payment plan via the payment plan portal, <https://tcc.afford.com/>.**

**TMS will notify the school and the school will either approve or deny the adjustments based on the student's enrollment shown in SIS.**

**Adjustments must be completed before the adjustment deadline as indicated on the payment plan calendar above.**

**After the last day to increase payment plan contract amounts, the student is responsible for paying the college directly for any additional classes or those classes will be dropped.**