

TUITION PAYMENT PLAN – COLLEGE TERMS AND CONDITIONS

Tidewater Community College is pleased to provide a tuition installment payment plan through a contracted third party, Tuition Management Systems (TMS). The payment plan allows students to pay tuition in monthly, interest-free payments for a small, non-refundable fee. Different payment options are available depending upon enrollment date. Students may enroll in the payment plan or review the available payment options by logging into **myTCC** (<https://tcc.my.vccs.edu/jsp/home.jsp>), clicking on VCCS SIS, then Self Service, and then Student Center.

A copy of the Payment Plan brochure is available at any campus business office. Additional information is available by contacting the college payment plan coordinator at 757-822-1776 or by email: payplan@tcc.edu. Students may also contact TMS at 800-337-0291.

NOTE: Students using the payment plan to pay tuition must first enroll in classes. After a payment plan contract has been completed, only contract associated classes will be held. Payment Plans do not automatically adjust; if you desire to make changes you must log into your payment plan via the **payment plan portal** (<https://tcc.afford.com/>) to make any adjustments. TMS will notify the school of all requested adjustments and the college will either approve or deny the adjustments based on the student's enrollment in the Student Information System (SIS). Refer to the college's **Payment Plan web page** (<http://www.tcc.edu/paying-for-tcc/payment-plan>) on its website for a list of important dates.

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- I have reviewed the important dates for the TMS payment plan on the **college website** (<http://www.tcc.edu/paying-for-tcc/payment-plan>).
- I understand once my agreement is confirmed, Tidewater Community College (TCC) will place a hold on my classes. Payment will be applied to my account at a later date (the "guarantee date").
- I understand I will not receive a paid receipt if I pay my tuition using the payment plan. I may obtain a copy of my account via the Student Information System by logging into **myTCC** (<https://tcc.my.vccs.edu/jsp/home.jsp>).
- **I understand that changes to my enrollment will not automatically change my payment plan contract amount.**
- I understand that any adjustments to my payment plan must be made by logging into my TMS payment plan via the **payment plan portal** (<https://tcc.afford.com/>).
- I understand adjustments must be completed before the adjustment deadline as indicated on the **Payment Plan calendar** (<http://www.tcc.edu/paying-for-tcc/payment-plan>).
- I understand TMS will notify the school once a day of all requested adjustments and the school will either approve or deny the adjustments based on the student's enrollment shown in SIS. After the last day to increase payment plan contract amounts, I am responsible for paying the college directly for any additional classes or those classes will be dropped.
- I understand that any adjustments to my payment plan amount will be applied against my future payments.
- I understand that notifications of any changes to my agreement made by TMS or the college will be sent to the responsible party email address only.

- I understand that if my down payment or enrollment fee fails to process for any reason, my agreement will automatically be terminated by TMS and they will notify me by email using the responsible party email address. I understand TMS will also notify the college and any unpaid classes will be dropped.
- I understand if I terminate my payment plan contract I must pay my tuition and fees to TCC by the payment due date or my classes will be dropped. **I will be liable to the college for any balance remaining if my contract is cancelled after the enrollment cancellation deadline.**
- I understand it is my responsibility to review my account to verify the payment plan contract has processed correctly. (You may verify your payment plan information by logging into [myTCC](https://tcc.my.vccs.edu/jsp/home.jsp) (<https://tcc.my.vccs.edu/jsp/home.jsp>) and checking for the payment plan service indicator.) I agree to contact TMS if the correct amount is not processed. If I have an outstanding balance to the college after the contract amount is processed and the balance is not paid nor covered by financial aid, my classes will be dropped if I fail to make immediate payment.
- I understand that refunds from the payment plan will be processed by the college and not by TMS on the date listed on the college's [Payment Plan web page](http://www.tcc.edu/paying-for-tcc/payment-plan) (<http://www.tcc.edu/paying-for-tcc/payment-plan>). Refunds will be payable to the student, not the responsible party on the payment plan contract; this includes payments made by credit card or ACH. Refunds will be processed within six weeks of the last scheduled payment for the term (refer to the college's Payment Plan Page on its website) and will be issued using the method picked by the student on the college's [refund portal](https://tccchoice.afford.com/secure/tms_tidewater_login.htm) (https://tccchoice.afford.com/secure/tms_tidewater_login.htm). Refer to the [Refund2Card web page](http://web.tcc.edu/students/admissions/tuition/refund2card.htm) (<http://web.tcc.edu/students/admissions/tuition/refund2card.htm>).
- I understand that if I have not picked a refund preference a check will be mailed to the student's mailing address in SIS. (Please make sure your mailing address is correct by logging into [myTCC](https://tcc.my.vccs.edu/jsp/home.jsp) (<https://tcc.my.vccs.edu/jsp/home.jsp>)).
- I understand that failure to pay fees owed to TMS or otherwise defaulting on my agreement with TMS will result in a hold being placed on my student account which will deny future services.