

## Tidewater Community College Payment Plan – Important Dates

	Fall 2017	Summer 2017
<b>Payment plan available</b>	<b>July 5 to August 18</b>	<b>March 13 to May 19</b>
First date payment plan is available	July 5	March 13
Last date to create a 20% down payment contract	July 10	April 10
Last date to request adjustment before first installment payment is processed	July 15	April 15
<b>First payment date*</b>	<b>July 20</b>	<b>April 20</b>
Tuition due date	July 20	April 20
Last date to enter into a 40% down payment contract	Aug 10	May 10
Last date to request decrease before second installment payment is processed	Aug 15	May 15
Last date payment plan is available for establishing new contracts	Aug 18	May 19
<b>Second payment date*</b>	<b>Aug 20</b>	<b>May 20</b>
Last date to increase agreement balance	Aug 27	May 25
Last date to terminate agreement	Aug 31	May 29
Guarantee agreement date -Termination notices sent by TMS on or before this date	Sep 1	May 30
Last date to request decrease before third installment payment is processed	Sep 15	June 15
<b>Third payment date*</b>	<b>Sep 20</b>	<b>June 20</b>
Refunds processed for agreements cancelled prior to the Guarantee date	Sep 22	June 20
Last date to request decrease before fourth installment payment is processed	Oct 15	July 15
<b>Fourth payment date*</b>	<b>Oct 20</b>	<b>July 20</b>
Last date to decrease balance	Oct 27	July 25
Refunds processed for payment plan	Nov 30	August 28

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\*Payments are always processed on the 20<sup>th</sup> of each month unless it is a holiday or weekend. In these cases, payments are processed on the next business day.

**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](#).

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.