

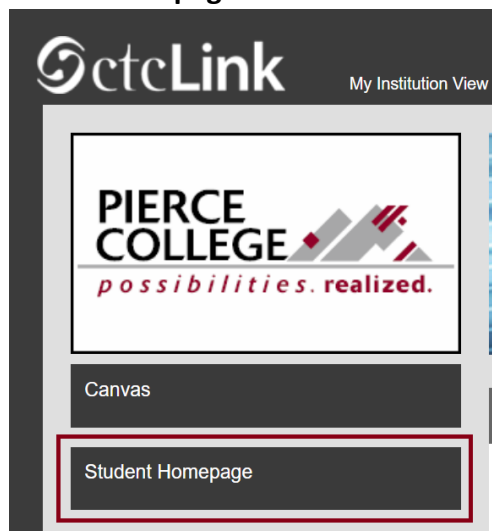
Tuition Installment Plan (TIP)

This guide shows you how to set up a tuition installment plan (TIP) in ctcLink.

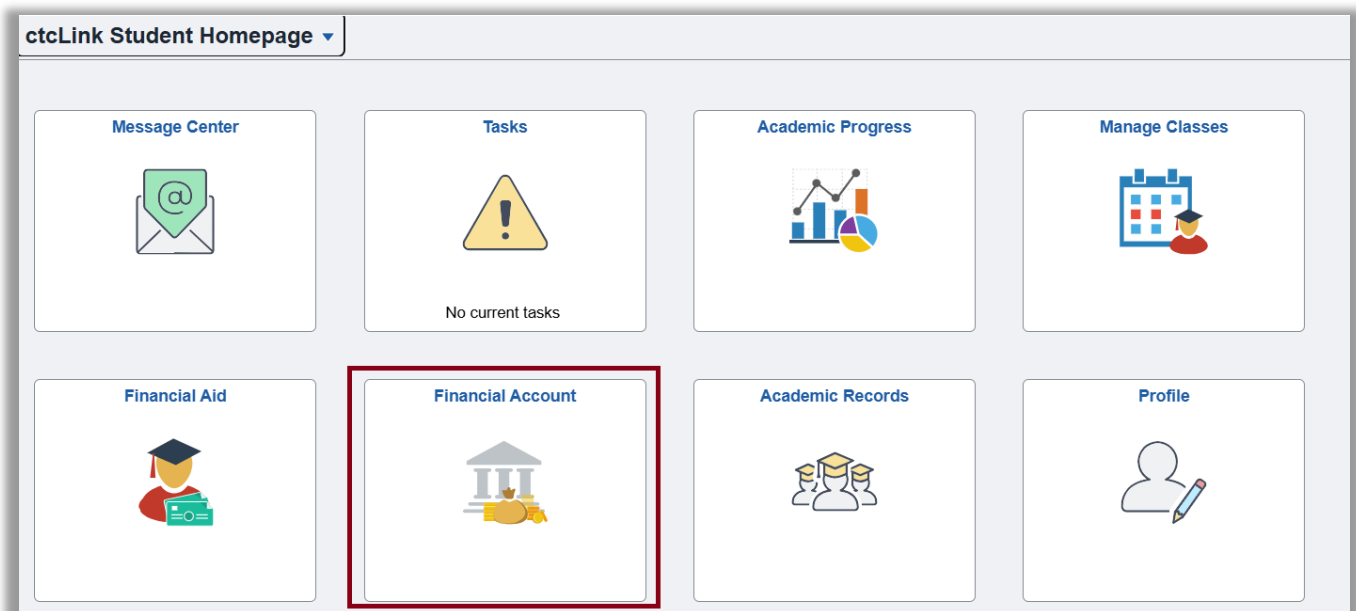
➤ **Before you get started**

- Please note that the first installment payment as well as a non-refundable \$25 fee will be due **immediately after set up of the payment plan.**
 - If this is not paid, you may be dropped from the payment plan and eligible to be dropped from classes for non-payment.
 - If you are dropped from the payment plan, you will need to contact Cashiering if you wish to start a payment plan again.
- A minimum balance of \$200 must be on your account for you to be eligible for a payment plan.

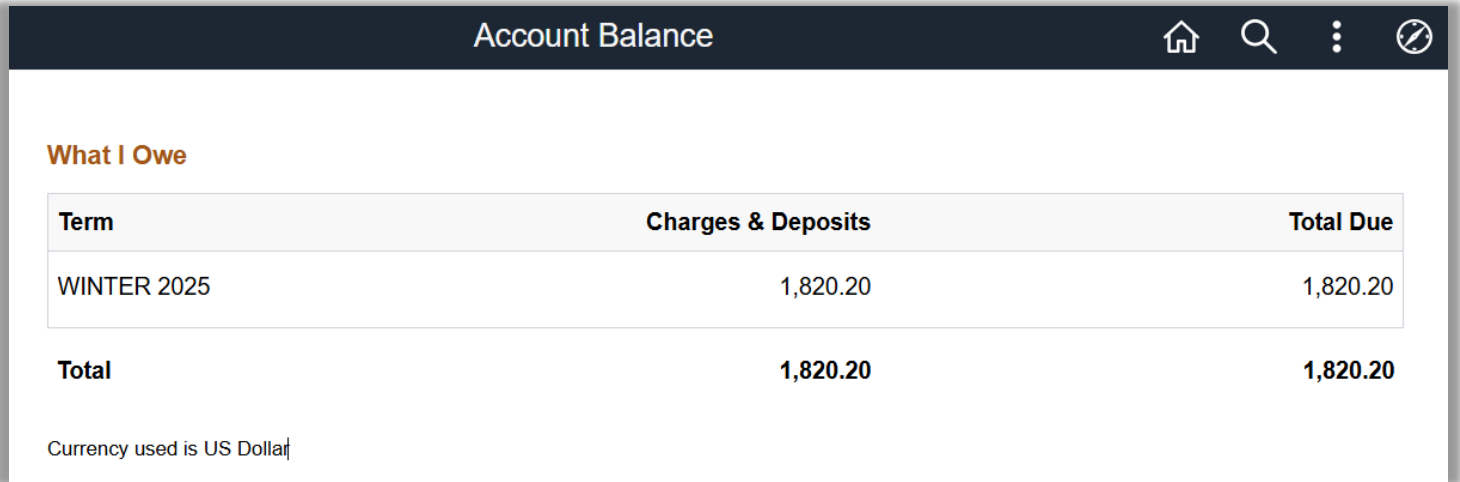
➤ Log in to [ctcLink](#) and go to the **Student Homepage**.



➤ Click on the **Financial Account** tile.



- You'll be brought to your **Account Balance** page. Here you can check to see what you currently owe. A minimum balance of \$200.00 must be on your account before you can set up a payment plan.

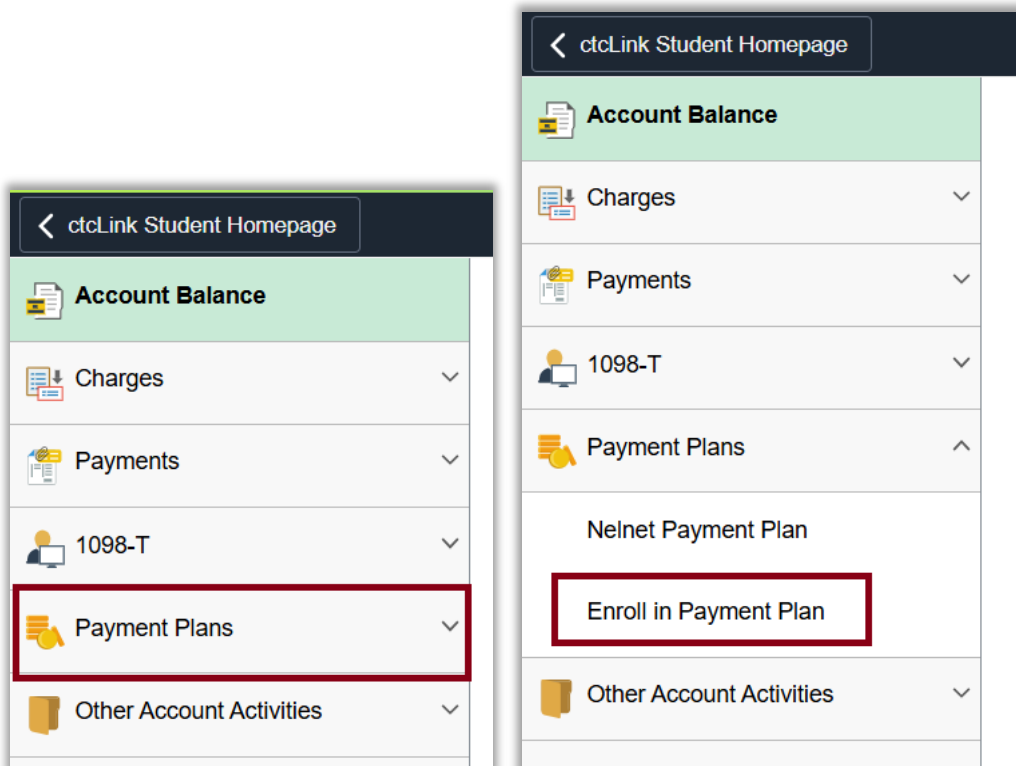


The screenshot shows the 'Account Balance' page with a table titled 'What I Owe'. The table has three columns: 'Term', 'Charges & Deposits', and 'Total Due'. The first row shows 'WINTER 2025' with a charge of 1,820.20 and a total due of 1,820.20. A 'Total' row at the bottom shows a total of 1,820.20. Below the table, it states 'Currency used is US Dollar'.

Term	Charges & Deposits	Total Due
WINTER 2025	1,820.20	1,820.20
Total	1,820.20	1,820.20

Currency used is US Dollar

- Click on the **Payment Plans** tab on the left menu. Then click the **Enroll in Payment Plan** option in the drop down menu.



- Search for the payment plan for the term you are enrolled in.

< ctcLink Student Homepage
1. Select Payment Plan

- Account Balance
- Charges
- Payments
- 1098-T
- Payment Plans
- Nelnet Payment Plan
- Enroll in Payment Plan
- Other Account Activities

Enroll in Payment Plan

1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
<div style="border: 2px solid red; display: inline-block; padding: 2px;">2251 Winter Tuition & Fees</div> The Tuition/Fee Installment Plan (TIP/FIP) is designed to give you flexibility in meeting your financial obligation to Pierce College and JBLM Pierce College. The payment plan allows you to make up to three equal payments. The TIP/FIP is adjusted based on when you register and could result in less than three payments. There will be a \$25.00 non-refundable set up fee. Late payments will be assessed a \$30 late fee.			

- You may need to scroll down to see the radial button for the plan. Click on this button.

2. I may officially withdraw from my classes through January 10, 2025 (last day for 100% refund) and that any payments I have made are subject to the Pierce College refund policy.			
<div style="border: 2px solid red; display: inline-block; padding: 2px;"> <input type="radio"/> </div> 3. I am giving Pierce College the right to bill for tuition and fees. I am held responsible for paying them, if I am still enrolled in classes after January 10, 2025 (last day for 100% refund). Failure to make payment as agreed may result in my account being referred to an outside collection agency and I will be responsible for all costs including collection cost 25% to 35%, 12% interest and reasonable legal fees per Washington State Law. (All collection cost are added on top of your outstanding tuition balance.)	9,999,999.00	3	11/30/2024
4. There will be a hold on my records the next business day following the last day of 100%			

- Click Next.

Cancel

Next

- Read the agreement and make sure you take note of the **Due Dates** to pay the tuition installments.

Enroll in Payment Plan



2. Review Installments

You have selected 2251 Winter Tuition & Fees.

The Tuition/Fee Installment Plan (TIP/FIP) is designed to give you flexibility in meeting your financial obligation to Pierce College and JBLM Pierce College. The payment plan allows you to make up to three equal payments. The TIP/FIP is adjusted based on when you register and could result in less than three payments. There will be a \$25.00 non-refundable set up fee. Late payments will be assessed a \$30 late fee.

If payment is not made at time of setup, you may be dropped from this payment plan and risk being dropped from classes for non-payment.

First Installment Due Date: Immediately
 Second Installment Due Date: December 31, 2024
 Final Installment Due Date: January 31, 2025

By submitting this online contract to set up a payment plan for Winter 2025, I understand that:

1. I am responsible for paying the amounts listed above (1/3 each), first payment to include the \$25 set-up fee, by the dates listed. Pierce College agrees not to refer this debt to collections as long as I make the payment arrangements by the agreed upon due dates.
2. I may officially withdraw from my classes through January 10, 2025 (last day for 100% refund) and that any payments I have made are subject to the Pierce College refund policy.

- Check the Installment Schedule to see the **Installment Amounts**. Note that the first installment and the \$25 administrative fee is due **immediately after set up of this plan** (disregard the first due date).

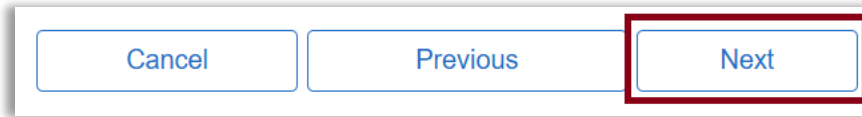
Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
Ignore this date.	606.74	25.00	631.74
12/31/2024	606.73		606.73
1/31/2025	606.73		606.73
Total	1,820.20	25.00	1,845.20

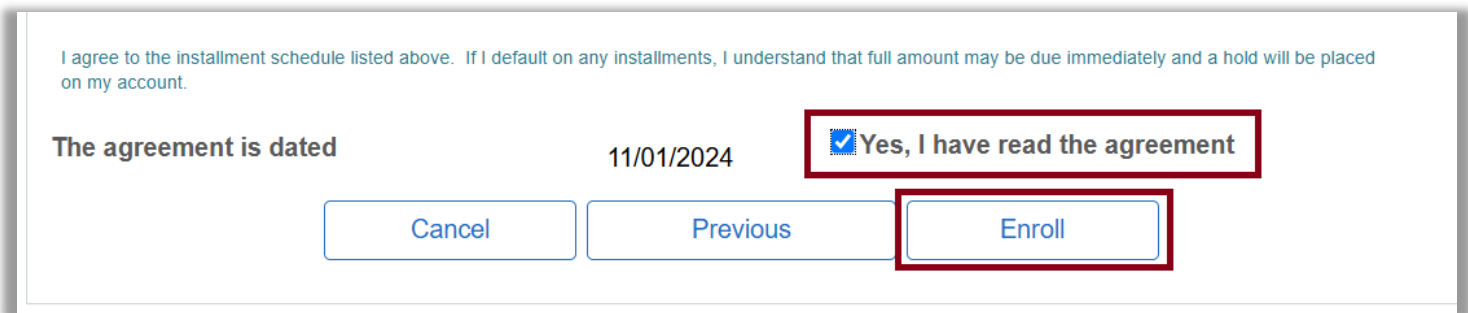
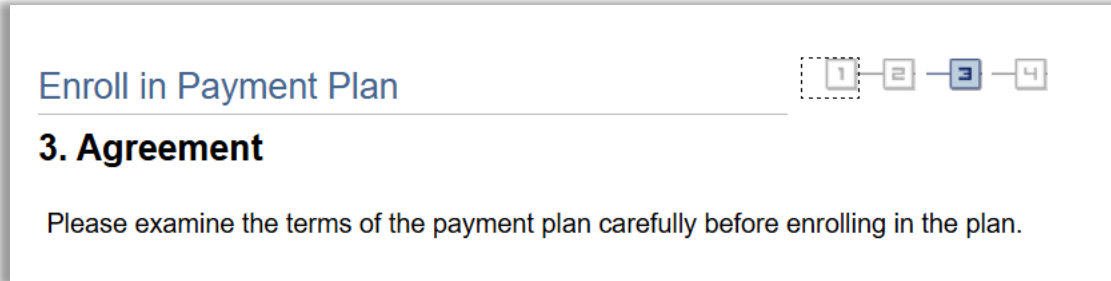
This Installment Schedule is based on your current charges. Your installment payments will automatically be reduced or increased if you lose or incur charges for this term. For example, if you drop classes, your payments may be reduced. If you add classes, your payments may be increased.

Please read the **“Dropping Classes”** note at the bottom of this guide for instructions on how to drop classes after the last day to get a 100% refund.

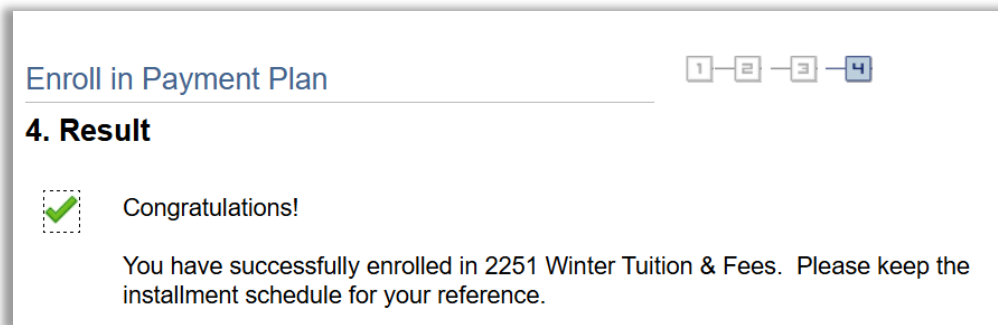
- Click Next.



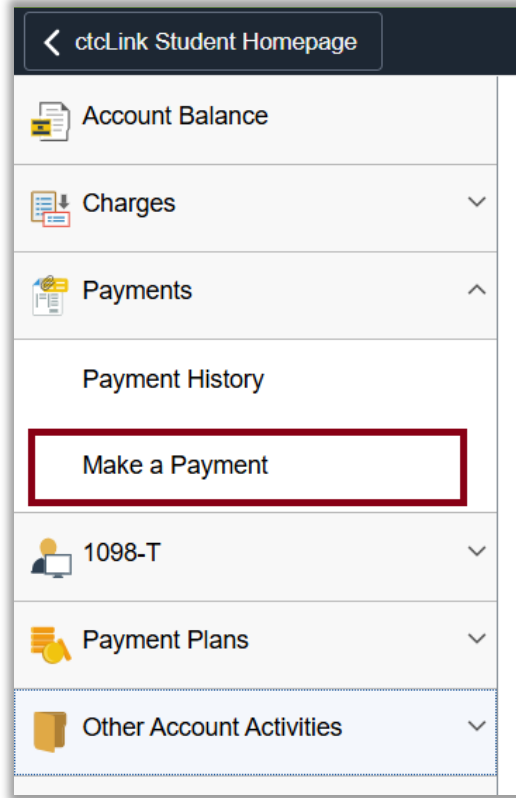
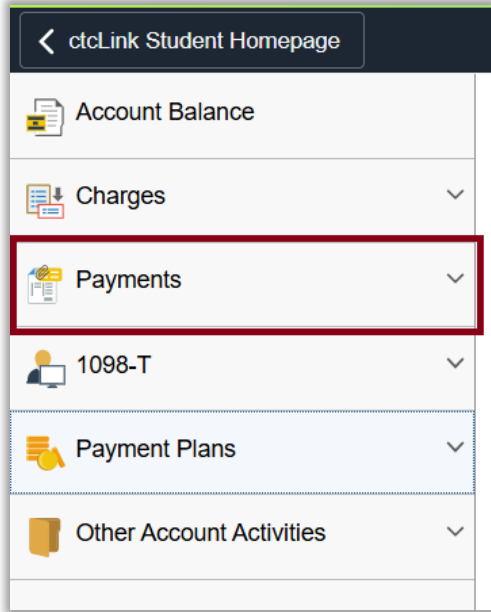
- Read through the agreement. At the bottom of the page, check the “Yes, I have read the agreement” box and then click the **Enroll** button.



- You'll reach screen confirming your enrollment into the payment plan. Next, you'll need to pay the first installment and \$25 fee.



- Click on the **Payments** tab. Then click on “**Make a Payment**” from the drop down menu.



- You can check your charges by expanding the “My Charges” table. Both the initial payment and enrollment fee are due.

My Charges

Pierce College

Item Description	Due Date	Item Term	Outstanding Charges
Payment Plan Charge	11/31/2024	WINTER 2025	606.74
Payment Plan Enrollment Fee	11/31/2024	WINTER 2025	25.00
Payment Plan Charge	12/31/2024	WINTER 2025	606.73
Payment Plan Charge	1/31/2025	WINTER 2025	606.73
Total	Due Date		1,845.20

Currency used is US Dollar

- Put in the amount to pay. Then click **Next**.

Specify Payment Amount

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

What I Owe


Description	Outstanding Charges	Payment Amount
Pierce College	1,845.20	631.74

Currency used is US Dollar

- Click **Continue to Make Payment**, and then follow the steps to finish making your initial payment.

Make a Payment

Confirm Payment

 Your payment of 631.74 USD will be collected through our secure third party payment provider.

- That's it! Now you're set up with a payment plan!

Final notes

- **Your first installment and \$25 fee are due immediately:** Please pay this amount immediately after setting up the payment plan, or this payment plan may be cancelled.
- **If your payment plan is cancelled:** If you are dropped from a payment plan due to non-payment of the initial installment, you will need to contact Cashiering if you wish to restart the payment plan.
- **Make payments on time:** Late or missed payments may result in a \$30 late fee charge.
- **Dropping classes:** After the last day to get a 100% refund for the term, you will have a hold placed on your account preventing you from dropping classes. In order to drop a class after this date, follow these steps:
 - Fill out a "[Drop with Balance Owed](#)" form and turn it into the [Cashier's Office](#). You are acknowledging that you will still owe a balance after dropping the class.
 - After receiving the form, the Cashier's Office will temporarily lift the hold blocking drops.
 - Drop yourself from your class.
 - The hold will be placed back onto your account after 24 hours, and will remain until your account balance has been paid.