



**Middlesex Community College Spring 2019  
5 Installment Pay Plan**

**Enrollment:** Bill Due Date or by January 15, 2019 *whichever comes first*

**Note:** This plan is only available to students enrolled in credit-based courses.

**Enrollment Fee:** 7 or more credits    \$30  
6 or less credits    \$15

**Student Information (please print):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Student's ID #: \_\_\_\_\_

**Bill payer's information if it is someone other than the student:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Street: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I give permission to Middlesex Community College to release my billing information to the "Payer" listed above for the current term. (If you have provided a "Payer" but do not sign below we will send the bill directly to you.)

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Determine Your Plan Amount and Initial Payment Needed to Enroll:**

This worksheet must be completed for an account to be established.  
 You must include the first payment with your completed enrollment form.

**Note:** Health insurance and previous balances cannot be included in Box A.

A. Total Amount of Tuition and Fees

B. Monthly Payment Calculation  -   
 (Total Amount Due/ 5)

C. Balance to Be Billed Later by MCC   
 (A-B = C)

**Future Payments Will Be Due: 2/15/19, 3/15/19, 4/15/19, 5/15/19**

D. First Payment =  +  =   
 Box B                      **Enrollment Fee:**                      **Amount Due**  
    7 credits or more + \$30  
    6 credits or fewer + \$15

**MASSPIRG waiver check off box**

**Please Make Check Payable To:**  
 Middlesex Community College  
 Student Accounts Office  
 591 Springs Road  
 Bedford, MA 01730-1197

**Terms and Conditions:**

To establish your MCC PayPlan account, you must send your completed enrollment form, enrollment fee and initial payment on or before the due date of your initial bill. **Enrollment fees are non-refundable.** We may make modifications to your plan as part of our overall billing process. **A \$10 late fee will be assessed for each delinquent payment for those enrolled in 6 credits or less. A \$20 late fee will be assessed for each delinquent payment for those enrolled in 7 credits or more.** If you are delinquent with your plan a hold will be placed on your account which will prevent you from registering and receiving grades/transcripts. Once your plan is current this hold will be removed. An additional \$20 fee will be assessed for any check written that is not honored.

Unpaid accounts will be referred to collections and/or the Commonwealth of Massachusetts State Intercept Program; the student will be responsible for any and all additional costs.

**By signing below I state that I have read and will comply with the Terms and Conditions listed above.**

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_