



## **STUDENT POLICIES AND PROCEDURES**

### **Policy Section: Student**

#### **TUITION PAYMENT**

Students at Mid-State Technical College (Mid-State) are responsible to adhere to college payment deadlines and policies. The act of registering for a class creates an obligation to pay.

Payment in full is due by the date specified on the [Pay Your Tuition page \(mstc.edu/admissions/pay-your-tuition\)](https://mstc.edu/admissions/pay-your-tuition), with the exception of Mid-State payment plan participants, financial aid applicants, and third party-sponsored students.

Payment in full or signing-up for the Mid-State Payment Plan is required for all students with balances after financial aid and third party-sponsored payments are applied. Failure to do so will result in a hold being placed on the student's account and Mid-State reserves the right to drop all of the student's classes. A hold will prevent the student from registering for classes and receiving grades, transcripts, diplomas and other student records. Payment plan information is available on the [Pay Your Tuition page \(mstc.edu/admissions/pay-your-tuition\)](https://mstc.edu/admissions/pay-your-tuition).

Following financial aid disbursement and third party-sponsored student payments, a notification will be sent to the Mid-State student email address of those students who have an outstanding balance on their account and have not signed up for the Mid-State Payment Plan. This email will state that the student must immediately pay the remaining balance in full or sign-up for the Mid-State Payment Plan. Failure to do so will result in a hold being placed on the student's account and Mid-State reserves the right to drop all of the student's classes.

Prior to the registration date for the next term, the Student Financials Office will assess a \$40 late fee on all student accounts that have tuition and fee balance. In addition, the Student Financials Office will place a hold on the student's account until the account is current.

Cash, check, debit card and credit cards are accepted online and at all campus office locations. Mid-State's preferred method of payment is via debit card or electronic check using our online cashier. **Please note Mid-State is charged an additional fee when a credit card is used.**

Any paper or electronic check used to pay tuition and/or a fee which is returned for non-sufficient funds (NSF) and not immediately resolved will result in a hold being placed on the student's account and Mid-State reserves the right to drop all of the student's classes. Mid-State will assess a \$30 NSF fee to the student's account for each NSF check. Mid-State will not accept another check from the student for six months.

Students are ultimately responsible for payment of all tuition and fees. If a student elects not to attend a registered class or adds, drops, or withdraws from a class or school, they are responsible for all tuition and fees according to the drop, add, and withdraw rules and the refund policy. [Refer to the Registration page \(mstc.edu/student-resources/registration\)](#) for additional information.

The Business Services Office may refer students with past due and outstanding tuition and fee obligations to the Wisconsin Department of Revenue, an outside agency for collection, and/or credit bureau reporting agencies.

### **Mid-State Tuition Payment Plan**

The Mid-State Tuition Payment Plan is available for those students with a \$300 balance or more and want to pay their tuition in installments. The cost of books may not be included in the plan. Sign up today by accessing [MyMSTC \(mstc.edu/MyMSTC\)](#) and navigating to Student Center, then eAccount Management.