



STUDENT FEE PAYMENT FORM 2017-2018 SCHOOL YEAR

Return payment and form to: C-TEC, Attn: Deanna Lybarger, 150 Price Road, Newark, OH 43055.

Student's Name _____ Program _____ Jr./Sr. (Circle One)

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

PLEASE CHECK:

_____ **PAY SCHOOL FEES IN FULL BY SEPTEMBER 29, 2017**

_____ **SIGN UP FOR THE MONTHLY PAYMENT PLAN – Fill out bottom section of page**

_____ **REQUEST FINANCIAL AID – Contact Deanna Lybarger for Financial Aid Forms: (740) 364-2715 no later than September 29, 2017**

PAYMENT METHOD

Total amount of fees _____

Amount paid _____

_____ Check/Money Order (make checks payable to C-TEC)

_____ Cash (do not mail)

_____ *VISA _____ *MasterCard

MONTHLY PAYMENT PLAN FOR STUDENT FEES

Please fill out if unable to pay student fees in full by September 29, 2017.

I, _____ will make 9 monthly payments of \$_____ beginning September 1st. Payments should be no less than the total amount due divided by remaining months. Each monthly payment must be received no later than the 1st of each month. **All fees must be paid in full by May 1st.** Monthly payments must be made in order for there to be no restrictions to the student – see Student Policy. Payments can be mailed to C-TEC, Attn: Deanna Lybarger, 150 Price Road, Newark OH, 43055; phoned in at (740) 364-2715 or brought to the front office.

Student's Signature _____

Parent's Signature _____



STUDENT FEES POLICY 2017-2018

IMPORTANT: Filling out the paperwork for the **FREE/REDUCED LUNCH PROGRAM** does **NOT** automatically qualify a student to have school fees waived or reduced. If needing Financial Aid, please contact the Treasurer's office no later than September 29, 2017 for forms. Upon proof of financial hardship the administration may elect to 1) create a monthly payment plan or, 2) allow fees to be reduced or waived.

STUDENT FEES AND PAYMENTS

- All student fees are to be paid in full by September 29, 2017 unless a Monthly Payment Plan has been filled out and turned into the Treasurer's Office.
- If payments are being made through the Monthly Payment Plan, all fees must be paid in full by May 1st.
- If unable to pay student fees or make payments contact the Treasurer's office. **Deadline for requesting Financial Aid is September 29, 2017.**
- Since workbooks and kits are consumable materials, there will be no refund on these items. Refunds will be made at 75% of the charged fee for non-consumable items until the end of the third week of school. No refunds will be made after that date.
- No checks will be accepted for school fees after April 30, 2018. Only cash, money orders or credit/debit cards will be accepted.
- Non-payment of fees may restrict students being able to participate in activities.
- Students with unpaid fees or fines will not receive their year-end grade card or transcript until all fees are paid in full. Seniors will not receive their Certificate of Completion and may have their Graduation from their associate school affected negatively if any fees or fines are owed at C-TEC.
- Transfer of credits to associate schools will be delayed until all fees are paid in full.