



## Payment Agreement

I understand that by enrolling in a course or courses at Southwestern College Professional Studies, I accept responsibility for payment of the course(s) and any associated fees. In addition, I am responsible for all reasonable collection costs, including attorney fees and other charges necessary for collecting any amount not paid when due.

If I expect that financial aid will cover some or all of the charges, and financial aid is denied for any reason, I accept responsibility for all charges incurred.

**I am eligible for tuition reimbursement from my employer,**

I authorize Southwestern College to release to my employer \_\_\_\_\_ any information relating to my activities at Southwestern College. This information may include such records as academic achievement, attendance, enrollment, and other details pertaining to my methods/amount of payments collected or needing to be collected. I understand that if my employer declines to reimburse costs for any reason, I am liable for all charges incurred.

**Southwestern College Professional Studies Payment Policy**

All tuition and fees from each term are due and payable before a learner may enroll in an additional term. Any learner unable to make payment in full before that time (including those learners whose financial aid is not in place) must set up a payment plan. Learners who have not paid their charges in full or made arrangements for payment by the **next enrollment period** will not be allowed to complete registration.

Copies or faxes of this authorization are as valid as the original signed release. This release is valid as long as I continue enrolling in courses at SC.

Name in Full (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

e-mail address \_\_\_\_\_