



Payment Options for Spring 2012

Option 1: Payment Plan

A payment plan allows you to make 3 installments on a qualifying tuition balance of \$200 or more and must be completed by **December 23, 2011**. Payments are due January 10th, February 10th, and March 10th, 2012. Two Payment Plan sign-up methods are available:

Sign up for Payment Plan Online

- Log on to MyLTC (gotoltc.edu/myltc)
- Go to: "Student Center" & "Sign Up/Pay for a Payment Plan."
- You will need to enter your ID and password again and click "Login Now."
- Click on the Enroll in Payment Plan tab and continue through the prompts.

Determine How You Want to Make Installment Payments

- **Automatic Payments:** Sign up for Payment Plan online **and select "yes"** to schedule automatic payments to be made electronically by credit/debit card or eCheck. **There is no additional fee for this service.**
- **Manual Payments (\$25 Setup Fee):** Sign up for Payment Plan online **and select "no"** to refuse automatic payments. You must make your installment payment on or before the due dates. Your payment methods are listed under Option 4.

Sign up for Payment Plan in Person

- Complete the Payment Plan in person at Student Central and manually make the payments by the scheduled due dates. **There is a \$25 setup fee for this option which is due upon signing.** Your payment methods are listed under Option 4.

Option 2: Financial Aid Recipients

- If you have a completed financial aid file and anticipated aid greater than your balance by **December 23, 2011**, your tuition will be deferred to your anticipated aid.
- If you do not have a completed financial aid file and do not have anticipated aid greater than your balance, you will need to select another payment option by **December 23, 2011**.

Option 3: Defer Your Fees to an Authorized Agency/Company

- Authorization must be on file at time of registration or before **December 23, 2011**, or an Agency Payment Agreement form must be completed. Forms are available in Student Central at the LTC Cleveland campus.

Option 4: Pay Your Tuition in Full by December 23, 2011

- Pay in full online using eCheck or credit/debit card at the time of online registration (Visa or MasterCard only).
- Pay in full in person using cash, check, money order, or credit/debit card at the Registration Desk in Student Central at the LTC Cleveland campus only.

Option 5: New Registrants from December 23, 2011 to February 5, 2012

- The Payment Plan is available. You will be required to make the first payment if you enroll in classes between January 10, 2012 and February 5, 2012.
 - To use this option, you must register either in person or via phone with Student Central.
- Options 2, 3 and 4 are also available.

Important Dates to Remember

(Please Note: You may not receive a bill prior to the payment due date.)

December 23	Payment arrangements must be in place. You will be dropped from your classes if you have not signed up for the payment plan, paid your balance in full, submitted an authorization from an agency/company, or completed the financial aid paperwork.
December 23 to February 5	Payment plan is available. You will be required to make the first payment if you enroll in classes after January 10
January 10	Installment 1 of Payment Plan due.
February 10	Installment 2 of Payment Plan due.
March 10	Installment 3 of Payment Plan due.

If payments are not received by the due date, a late fee of \$24 will be assessed and a hold will be placed on your account. No further enrollments in present and future terms will be allowed, grade reports or degrees will not be processed, and requests for official transcripts will be denied until balance due is paid in full. Any fees past due 120 days will be referred to a collection agency and a \$40 collection fee will be assessed. If checks are returned for insufficient funds or other reason, your student account will be assessed an additional \$25 fee.