



# STEPP ENROLLMENT AGREEMENT

(Student Tuition Easy Payment Plan)

SID#

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

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

NAME

Quarter	
Due Date	Amount Due *
** Stepp Enrollment Date	\$20.00 +

Initials: \_\_\_\_\_ \*It is **very important** that you notify cashiering when you register or make any changes in your schedule—There is a risk of being dropped from your classes if the Cashier’s Office is not notified.

Initials: \_\_\_\_\_ \*The college refund policy still applies to students that are enrolled in STEPP. **If you withdraw after the 100% refund period you may still owe a balance.**

Initials \_\_\_\_\_ \*The STEPP program requires a \$20.00 non-refundable quarterly application fee. First Payment plus enrollment fee is due on the day student enrolls in STEPP.

Initials: \_\_\_\_\_ \*Your monthly payments are due to cashiering by the date indicated above. **\*If your payment has not been received by the due date listed above, a late fee of \$25.00 will be posted on your account.**

Initials: \_\_\_\_\_ \*If payment is **not** made by the date due, one courtesy reminder will be sent to your **Clark issued student email after it is past due.**

Initials: \_\_\_\_\_ \*You cannot view your STEPP balance online until October 16, 2019. Any outstanding payments including any late fees will be available online.

Initials: \_\_\_\_\_ \*If you applied for Financial Aid and it is not ready to pay the tuition by the due date of your payment, **you are responsible to make the payment by the date due, failure to do so will result in a late fee of \$25.00.**

Initials: \_\_\_\_\_ \*Failure to make payment as agreed will result in my account being referred to collections and I will be responsible for all collection fees and all attorney fees. *(Collection costs vary from an additional 25% or higher added on top of your outstanding tuition balance, per Washington State Law)*

\*Amount due may change if you make changes to your schedule.

- **You must notify the Cashier’s Office when making changes to your schedule. All refunds generated by schedule changes will be applied towards the remaining amount owed and your future payments will be adjusted equally. Any remaining refund balance will be issued by CHECK to the student, not back to credit or debit card**

**I have read and agree to the terms above.**

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