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2009 – 2010 Student Tuition Easy Payment Plan (STEPP) Quarterly Enrollment Contract

GRCC SID:

| | | | | | | | |
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Date:

Name:

PRINT CLEARLY

(Last)

(First)

(M)

Important Information

Note: All prior quarter(s) tuition and fee balances must be paid in-full prior to enrolling in STEPP.

- ◆ Register for the quarter in which you wish to participate in STEPP.
- ◆ Complete a new STEPP Enrollment Contract each quarter and submit to Enrollment Services.
- ◆ **First payment is a minimum of \$400 and is due within 4 business days of initial registration.**
- ◆ STEPP Enrollment Contract may be submitted through the second payment date along with the first and second payments.
- ◆ If student has applied for Financial Aid, Work Force and signed up for STEPP, the student is responsible for making STEPP payments.
- ◆ Failure to comply with payment due dates will result in withdrawal from unpaid class(es).

| | <u>1st Payment Due</u> | <u>2nd Payment Due</u> | <u>3rd Payment Due</u> |
|------------------------|-----------------------------------|---|-----------------------------------|
| | Minimum \$400 | \$700 if 1st payment or 50% balance if 2nd payment | Remaining balance |
| Summer Quarter | At time of registration | June 15, 2009 | July 13, 2009 |
| Fall Quarter: | August 10, 2009 | September 14, 2009 | October 12, 2009 |
| Winter Quarter: | At time of registration | December 21, 2009 | January 19, 2010 |
| Spring Quarter: | At time of registration | March 22, 2010 | April 19, 2010 |

\$20 STEPP enrollment fee per quarter (Fee is non-Refundable)

This section must be completed and signed by the student

Quarter of payment plan enrolled: (Circle One) Summer Fall Winter Spring Year 20__ __

PAYMENTS: First and Second payments MUST be made in-person at the Cashiers Office. Final payment may be made at the Cashiers Office or online with credit/debit card or e-Check. www.greenriver.edu

I have read and understand all conditions of the STEPP Enrollment Contract (**front and back**) and acknowledge that failure on my part to comply with payment deadlines will result in my being withdrawn from unpaid class (es) **without prior** notification by the college. **I further acknowledge and agree** that all correspondence regarding this plan will be mailed to the address I have on record in Enrollment Services (ES), **and** it is my responsibility to maintain the accuracy of my records. (Change of address may be made in person at ES or online at www.greenriver.edu)

X

Date:

(Student Signature)

Note: See quarterly Class Schedule for these and other important dates.

Refund Policy

All refunds will be made in accordance with the College's established policies.

- Refunds are issued in the manner in which received. (i.e.: If paid with a credit/debit card the refund will be credited to the original card number; if by check, a check will be mailed, etc.)
- 100% refund of tuition and fees when a course is cancelled by the college.
- 100% refund of tuition and fees (minus \$20 STEPP quarterly enrollment fee) if the student withdraws from class (es) through the first day of the quarter.

Additional Notes:

- Student "payment" amounts will reflect all add/withdraw activities.
- Student is responsible for the accuracy of his/her quarterly schedule.
- Payments are due by the due dates listed on the reverse side and are published in the quarterly class schedule.
- Payments will be applied towards first class registered for.
- Students signing up for STEPP and are working with Financial Aid or Work Force Education, are still required to make STEPP payments.
- Failure to comply with payment deadlines will result in the student being withdrawn from unpaid class(es). Last class(es) added will be first class removed.
- **Once withdrawn from a class** there is no guarantee the student will be able to re-enroll into the class (i.e.: Class capacity met, etc.). "Dropped for Lack of Payment" letters are mailed to the address on file.

Submit STEPP Enrollment Contract to Enrollment Services, 2nd floor, Lindbloom Student Center