

# CENTRA

# COLLEGE OF NURSING

## CATALOG & STUDENT HANDBOOK

### Catalog ADDENDUM:

### **Tuition Installment 3-Month Payment Plan**

#### **Primary Location:**

Centra College of Nursing  
905 Lakeside Drive, Suite A  
Lynchburg, VA 24501  
Phone: 434.200.3070  
Fax: 434.200.5239  
[www.centracollege.edu](http://www.centracollege.edu)

#### **Branch Location:**

Centra College of Nursing (Nurse Aide Education Program)  
Bedford Memorial Hospital  
1613 Oakwood Street  
Bedford, VA 24523  
Phone: 540.425.7526

This handbook is designed to provide students with information about the programs of study at Centra College of Nursing ("College"). It sets forth, in general, how the College operates but the College reserves the right to change policies and procedures without notice. This handbook is not intended to be and should not be regarded as a contract between the College and any student or other person. Students are held responsible for knowing the information contained in the Catalog & Student Handbook. Failure to read or comply with the Handbook will not excuse the student from accountability. Changes are communicated via the website and the Learning Management System (LMS).

## **Centra College of Nursing Spring 2019 Tuition Installment Payment Agreement**

### **A. AGREEMENT DESCRIPTION**

This Installment Payment Plan (IPP) Agreement is designed to allow students to budget semester expenses into three payments and give flexibility in meeting financial obligation to the Centra College of Nursing (CCON) who are unable to make full payment for tuition and fees at beginning of the term.

### **B. ELIGIBILITY**

A student in good financial standing with CCON, enrolled for the current term and evidence that the student has ability to repay the funds within the timeframe of the 3-month agreement are eligible to participate.

The student must sign a 3-Month Tuition IPP application acknowledging all terms and conditions and pay a \$25 non-refundable fee at time of initiating the agreement.

Students who have an outstanding or a past due debt to the College or who are not in good financial standing will not be approved for the Installment Payment Plan.

IPP is available at the beginning of the month prior to a semester. Additional information regarding eligibility and application:

- Minors (under age 18) must have a parent or legal guardian co-sign in person at the College.
- Incomplete or illegible applications will not be accepted.
- Insufficient payment of 1/3 amount due, including the \$25 non-refundable application fee, will not be accepted.

### **C. FINANCIAL AID**

Students that have financial aid, the total amount of AUTHORIZED AID must be deducted from the total fees to be included in the IPP

### **D. WHERE TO APPLY**

Students can request IPP Application from Bursar & Student Account Manager Office.

- \$25 application fee and the first one-third payment due with application
- Copy of contract and receipt of first payment given to student
- Copy of agreement placed in student file

### **E. PAYMENT CALCULATION**

The specific amounts due are calculated by dividing the total of semester/term tuition by three (3) then adding the \$25 fee to the first payment required at time of agreement application submitted (specified due dates differ each semester and will be available on separate form):

- 1/3 payment plus \$25 fee
- 1/3 payment
- 1/3 payment

### **F. REFUNDS AND OTHER CREDITS**

Refunds from withdrawn courses are made according to the published Tuition Refund Policy (refer to Catalog & Student Handbook for policy). Refunds or any other credits will be applied to any tuition and fees due the College. The amount of your refund for withdrawn courses is based on the total fees owed.

## G. LATE PAYMENTS

If student fails to pay the amounts due by the scheduled due dates of the IPP, the College will initiate collection procedures. The following actions may be taken by the College:

- Student access to course(s) will be placed on hold beginning of 2<sup>nd</sup> week no payment
- Student can be administratively withdrawn from course due to non-payment of tuition
- Prohibit registration for subsequent terms
- Hold placed on student account for any request for transcripts
- Prohibit use of the Installment Payment Plan Agreement for subsequent semester/terms
- Charge \$10 Late fee to student account first week past due date

## H. BILLING

Billing will be sent via EMAIL to the College issued email accounts and/or viewable to student via accessing student account through the student portal. Only when these systems are not available due to technical circumstances will billing statements be sent via regular mail.

### Tuition Installment Plan Payment Due Dates for 2019

#### Spring 2019

Due Date	Payment
December 12, 2018	\$25 fee plus 1/3 payment
January 11, 2019	1/3 payment
February 15, 2019	1/3 payment

#### Summer 2019

Due Date	Payment
April 12, 2019	\$25 fee plus 1/3 payment
May 10, 2019	1/3 payment
June 15, 2019	1/3 payment

#### Fall 2019

Due Date	Payment
July 15, 2019	\$25 fee plus 1/3 payment
August 16, 2019	1/3 payment
September 15, 2019	1/3 payment