

# PAYMENT OF FEES

## Billing and Payment of Fees

### Overview

All Tuition & fees are payable at the time of registration or by the due dates (<https://www.morainepark.edu/experience-mptc/student-resources/important-student-dates/>) offered prior to the Fall, Spring and Summer semesters. If the due date has expired, payment is due at time of registration. Registration is not complete nor are students permitted to attend classes until all fees are paid.

Payments are applied to College "Charges Due" on student accounts based on a priority of paying the oldest charge first.

Moraine Park Technical College offers a number of different options to make it easier for students to pay their bill, including Third Party Sponsorship billing, Financial Aid, and payment plan options.

Students must continually monitor their MPTC email and student account information to ensure tuition and fees and other charges are paid in a timely manner. Lack of written notification of the tuition and fee debt does not negate the student's responsibility to pay by the published deadline.

Students that are delinquent in paying their current term tuition and fees are subject to having their class schedule cancelled. Unpaid Tuition balances result in hold on transcripts and course registration for the current and subsequent semesters.

The College shall exert every effort to collect all delinquent accounts and may employ the services of a collection agency. This includes, but is not limited to, contact by manual calling methods, prerecorded or artificial voice messages, emails, automated telephone dialing systems, and letters. Any address or phone number associated with an account, currently or in the future, including wireless telephone numbers, regardless of whether it incurs charges or not, can be used in this collection effort.

### e-Bill

**eBill** is Moraine Park's official method for managing student billing and payments online through the MaxPay Student Account Suite.

Prior to the start of every semester, enrolled students are **emailed** when charges are ready for review and payment. Students and authorized users may access their accounts online 24/7 through myMPTC (<https://student.morainepark.edu/>) MaxPay. This service is a **secure method** for viewing student account information and making online payments.

## Ways to Pay

There are four payment options, one of which must be in place by the payment due date or classes will be dropped for non-payment.

### Individual Options

#### 1. Pay in Full

- **Online:** Online payments via the MaxPay on myMPTC Student are the quickest, most convenient way to pay your bill.
- eChecks are MPTC's preferred payment method and are free! eChecks are a fast and simple payment method that can be made from regular U.S. checking and savings accounts. You will need your bank's routing number and your account number, which is available on the bottom of your check or from your

financial institution. Please keep in mind that there is a 14-day encumbrance period before funds can be refunded.

- We accept all major debit/credit cards - Visa, American Express, Discover and MasterCard. (A non-refundable 2.75% convenience fee for credit/debit card payments will be assessed by the payment processor.)
- **In person:** Pay by check, cash or money order at the Main Office at any campus. Drop box available for after hours payments.
- **By mail:** Mail check or money order (with your student ID number in the memo) to Moraine Park Technical College, Attn: Student Financial Services, PO Box 1940, Fond du Lac, WI 54936.

Note: Payments cannot be cancelled once they have been submitted. Returned payments will result in a \$30 penalty fee.

#### 2. Payment Plan

The College shall provide standardized online payment plan options to assist the student in meeting their financial obligation with the College. A student in good financial standing with the College may enroll in a payment plan for current registration charges (book and supply costs cannot be included in the payment plan). A payment plan fee is established each semester and is due at time of plan enrollment. Partial payments do not enroll a student in the payment plan; the student must officially enroll online. The payment plan may be rescinded if the individual fails to comply with the terms and conditions of the plan.

To enroll online, log into myMPTC Student and click My Finances, MaxPay.

#### 3. Financial Aid

To pay with approved (anticipated) financial aid, students must have received an official Financial Aid Notification Letter from MPTC's Financial Aid Office. **Loans cannot be used to cover student bills until a promissory note and loan entrance counseling are completed.** Work-study awards can never be used to cover student bills. Students can view your awards online via myMPTC Student.

It is the student's responsibility to make sure tuition and fees are paid through financial aid. This includes providing requested information and following financial aid status in myMPTC Student to ensure proper delivery of aid.

Prior to receiving a financial aid award, students may receive a tuition due notification. If the status with financial aid is complete, it will be reflected on the tuition due notification. If you are unsure of your status, check the student account at myMPTC Student for clarification.

If student's financial aid is not complete before the payment due date, students will need to enroll in a payment plan or pay in full. Students are required to continue making payments on their payment plan and when financial aid processing is complete, it will be applied toward the remaining balance of the payment plan

Please Note: If the student's financial aid is complete, BUT a high school transcript or College Transfer transcript(s) is outstanding, the financial aid will not hold the student's classes; the student will need to pay in-full or set up a payment plan before payment due date.

#### 4. Third Party Sponsorship

If an agency, organization or company (such as DVR, WIA or an Employer) wishes to be billed for student's tuition, this requires documentation. The Sponsor will need to submit an online Third Party Sponsorship Application (<https://www.morainepark.edu/pay-for-college/pay-for-classes/ways-to-pay/third-party-contract-faqs/>) by the payment due date.

The student will need to complete the Student Authorization for Release (<https://www.morainepark.edu/experience-mptc/student-resources/transcripts-and-student-records/student-authorization-for-release-of-education-records-information/>). This authorizes MPTC to bill the sponsor on behalf of the student. The student is ultimately responsible for their account balance if for some reason the outside source refuses payment.

Any payment not honored for any reason by the student's bank will result in a returned payment fee of \$30.00. Multiple returned payments and/or failure to comply with the terms of any payment plan or agreement signed with MPTC may result in cancellation of classes and/or suspension of eligibility to register for future classes at MPTC.

The College reserves the right to require a student to pre-pay for future semesters based on the student's payment history.

## Delinquent Accounts

If a student fails to pay their student account bill or monies owing Moraine Park by the scheduled due date, the account will be considered delinquent, which will result in:

**Late Payment Charges:** The amount of the late payment charge will be established by the Vice President – Finance and Administration and may be assessed monthly on the past due portion of the student account until the past due account is paid in full.

**Account Collections:** Moraine Park may refer delinquent accounts to a collection agency or WI Department of Revenue. Students are responsible for paying the collection agency fee, which may be based on a percentage at a maximum of 33 1/3% percent of the delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of the delinquent account. The delinquent account may be reported to one or more of the national credit bureaus. Accounts that enter a collections status are not appealable for withdrawal/refunds.

Debts owed to Moraine Park are educational debt and therefore seen as educational loan if not paid prior to the end of the term. Your student account is considered by Moraine Park, a non-profit institution of higher learning, to be an educational loan made to you to assist in financing your education, and therefore is not dischargeable under the United States Bankruptcy Code.

**Holds:** A hold will be placed on delinquent accounts restricting certain services. The College will delay the release of holds on accounts paid by personal or electronic checks for a period of two weeks. A student with an account hold is encouraged to contact Student Financial Services at 920-924-3124 or [sfs@morainepark.edu](mailto:sfs@morainepark.edu). TTY/VP. Use Relay/VRS.

Hold Type	Description	Service Impacted	Payment
AR	Accounts Receivable Hold - The student account balance greater than \$200 is past due. The hold will only be released upon payment of past due amount.	Admissions application, and future registration	Credit Card or e-check accepted online, or Cash, Check, Cashier's Check or Money Order accepted in person.

TR	Transcript Hold – The student account is past due. The hold will only be released upon payment of past due amount.	Transcripts	Credit Card or e-check accepted online, or Cash, Check, Cashier's Check or Money Order accepted in person.
CD	Credit Denied/Collection Paid Hold - This hold is placed on accounts that were placed and paid in outside collections. It will remain until credit worthiness is proven. Students wishing to return to the College must pay in full at time of registration. Clearance to return to the College is issued by Student Financial Services. (SFS).	Registration without payment	Please contact Student Financial Services at 920-924-3124 or <a href="mailto:sfs@morainepark.edu">sfs@morainepark.edu</a> .
CO	Collections Hold - The account is currently in outside collections. Once the account is paid in full this hold will become a Credit Denied Hold.	Transcripts, admissions application, future registration and payment.	Payment to Collection Agency Only. Please contact Student Financial Services at 920-924-3124 or <a href="mailto:sfs@morainepark.edu">sfs@morainepark.edu</a> .
FR	Financial Responsibility Agreement Hold - Student has not consented to Financial Responsibility. Will be removed when a student indicates consent.	Registration	Please go to myMPTC, Student Tab, Registration, Add/Drop Classes, select term and it will take you to Update Student Data. Review and update the status for The Financial Responsibility Agreement
NF	Returned Payment Hold - Recurring history of returned payments.	Payment	Cash, Cashier's Check or Money Order accepted in person.
RH	Registrar's Hold	Transcripts and future registration	Contact the Registrar's Office at 920-924-3376.

WO	Write Off Hold - Transcripts, Student account admissions balance has been application, written off. Once future balance is paid in registration and full, this hold will payment become a Credit Denied Hold. Any student wishing to return to the College must pay in full at time of registration. Clearance to return to the College is issued by SFS.	Please contact Student Financial Services at 920-924-3124 or <a href="mailto:sfs@morainepark.edu">sfs@morainepark.edu</a> .
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### Negotiated Payment Plans

If a financial hardship prevents a student from making payment in full, a formal payment arrangement may be established with the College. The student must request such an arrangement from the Finance Manager in writing and include a description of the financial hardship. The Finance Manager will accept or reject the request and notify the student of the decision. If accepted, an online payment agreement will be created and instructions sent to the student for their review and enrollment.

Any deviation from the payment agreement will move the account to default status. Contact Student Financial Services at (920) 924-3124 or [sfs@morainepark.edu](mailto:sfs@morainepark.edu) to discuss arrangements.