



**QUARTERLY STEPP "PREPAYMENT" AGREEMENT**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Student ID # \_\_\_\_\_ Email \_\_\_\_\_

**THIS IS AN ON-GOING PREPAYMENT CONTRACT!  
YOU ARE RESPONSIBLE FOR MAKING ALL PAYMENTS AS STIPULATED BELOW.**

**Please read carefully before initialing.**

INITIALS \_\_\_\_\_ \* It is **very important** that you notify cashiering when you register or make any changes to your schedule. *You may be dropped from your classes* if the Cashier's Office is not notified.

INITIALS \_\_\_\_\_ \* It is **very important** that you notify cashiering if you become eligible for **financial aid** while enrolled in the STEPP program. If you do not, and then assume that financial aid will pay all or part of your tuition, *classes may be dropped for nonpayment.*

INITIALS \_\_\_\_\_ \* The STEPP program requires a \$25.00 quarterly non-refundable application fee.

INITIALS \_\_\_\_\_ \* Monthly payments are due to cashiering by the **first (1<sup>st</sup>)** of every month. If the 1<sup>st</sup> occurs on a holiday or weekend, payment is due the business day *before* the first.

**Please note:** If you have not enrolled in classes when the first (or second) payment is due for each quarter per table below, an estimate will be calculated based on the number of credits in which you plan to enroll and will be modified later as appropriate.

INITIALS \_\_\_\_\_ \* **First payment:** A late fee of \$20.00 will be posted to your account if the first payment is made after the 10<sup>th</sup> of the month.

INITIALS \_\_\_\_\_ \* **Second payment:** A late fee of \$20.00 will be posted to your account if the second payment is not made by the 10<sup>th</sup> of the month. If payment is not made by the 15<sup>th</sup> of the month, *you may be dropped from all classes* for nonpayment. If dropped for nonpayment, the first payment, less any fees due, will be returned to you.

INITIALS \_\_\_\_\_ \* **Third payment:** If the third and final payment is not received by the 10<sup>th</sup> of the month. You will be ***withdrawn from all*** classes for nonpayment and ***forfeit all monies*** collected up to that point. If additional fees are incurred as a result, your account will be blocked until such fees are paid. **Refunds for payments will follow published college policies and deadlines.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Summer Due Dates	Fall Due Dates	Winter Due Dates	Spring Due Dates
May 1	August 1	November 1	February 1
June 1	September 1	December 1	March 1
July 1	October 1	January 1	April 1

**\*\*Please fax to (425) 564-6180\*\***