

## College Terms and Conditions

- I understand once my agreement is confirmed, John Tyler Community College (JTCC) will hold my classes and a payment will be applied to my account when received from the NBS Company.
- I understand that down payments are immediate with the NBS Tuition Payment Plan.
- I understand that changes to my enrollment will not immediately change my payment plan contract amount. I must contact the college in writing at least 3 business days prior to my payment due date to request any increase or decrease to my contract by sending a fax to (804) 594-1504. After the last day add a class, I am responsible for paying the college directly for any additional classes or those classes will be dropped.
- I understand that notifications of any changes to my agreement made by NBS or the college will be sent to the responsible party's email address only.
- I understand I will not receive a paid receipt if I pay my tuition using the payment plan. I may obtain a copy of my account via the Student Information System by logging into **MyTyler** after all payments have been received from the company.
- I understand that if my down payment or enrollment fee fails to process for any reason, my agreement will automatically be terminated by NBS and they will notify me by email using the responsible party email address. I understand NBS will also notify the college and any unpaid classes will be dropped at random.
- I understand if I terminate my payment plan contract I must pay my tuition and fees to JTCC by the payment due date or my classes will be dropped. Any payments made to NBS prior to termination will be refunded by JTCC 60 days after the add/drop period.
- I understand it is my responsibility to review my account to verify the payment plan contract has processed correctly. I agree to contact the college payment plan representative if the correct amount is not processed. If I have an outstanding balance to the college after the contract amount is processed which is not covered by financial aid, my classes will be dropped if I fail to make immediate payment.
- I understand that refunds from the payment plan will be handled in accordance with the normal college refund policy. Refunds will be in the form of a check made payable to the student, not the responsible party on the payment plan contract; this includes payments made by credit card or ACH. Refunds will be processed within four weeks of the last payment made to NBS and will be mailed to the student's address of record in the Student Information System. Please make sure your mailing address is correct by logging into **MyTyler**.
- I understand that my failure to pay fees owed to NBS or otherwise defaulting on my agreement with NBS will result in a hold being placed on my student account which will deny future services.