Students are expected to identify method(s) of payment sufficient to settle 100% of their current term charges prior to the start of classes. Failure to do so will result in the students being dropped from classes. Students with an outstanding account balance will be unable to enroll in future classes at Cloud County Community College and obtain an official transcript.

Enrollment Exception #1: Current FACTS payment plan with successful payment history

Enrollment Exception #2: Current 3rd Party Payment arrangements, including financial aid, for 100% of the student account balance. Students are responsible to pay balances beyond the 3rd Party Payment using Options #1 and #2 below.

Payment Options

Option #1: Pay in Full
A. Cash, check or credit cards are accepted in person at the Concordia and Geary County Campuses
B. Checks made payable to CCCC may be mailed to CCCC Attn: Business Office, PO Box 1002, Concordia, KS 66901.
C. Credit cards are accepted by phone at the Concordia and Geary County Campuses.
D. Credit cards are accepted online via iCloud.

NOTE: A $2.00 service fee is assessed for a single online payment.

Option #2: FACTS Payment Plan

NOTE: A $25.00 service fee is assessed for establishment of a FACTS Payment Plan

A. FACTS Payment Plans are setup online via iCloud by the student.
B. FACTS Payment Plans require monthly automatic drafts of the bank account or credit card designated by the student and are designed to result in full payment of the outstanding student account balance by the end of the current term.

Option #3: 3rd Party Payment (Includes Financial Aid and VA Benefits)
A. Students must complete the FAFSA application and have a completed Financial Aid File with all required documentation received by the Financial
Aid Office at least five days prior to the start of classes. Once the student’s financial aid file is completed, the Financial Aid office will post preliminary Financial Aid awards to the student’s account. Actual Financial Aid awards are posted to student accounts approximately two weeks after the 20th class day or its equivalent for terms shorter than 16 weeks.

NOTE: Financial Aid Files completed less than five days prior to the start of classes will result in delayed posting of Financial Aid to student accounts. Students submitting this information less than five days prior to the start of classes should plan on making other payment arrangements prior to the first day of classes to insure they are not dropped from classes. Students are responsible to pay balances beyond the 3rd Party Payment.

B. Students must contact the Business Office at the Concordia Campus to alert them a 3rd Party is paying at least a portion of their balance.

NOTE: 3rd Party Pay information received by the Business Office less than five days prior to the start of classes will result in delayed processing of 3rd Party Payment requests. Students submitting this information less than five days prior to the start of classes should plan on making other payment arrangements prior to the first day of classes to insure they are not dropped from classes. Students are responsible to pay balances beyond the 3rd Party Payment.

Monitoring Outstanding Accounts

1. On a semester basis, a detailed accounts receivable report (showing aged, outstanding accounts for students) is generated and reconciled to the general ledger by the accounting department.
2. All differences are immediately investigated and resolved, and the reconciliation is reviewed by the Director of Accounting Services.

Collection Procedures of Outstanding Accounts

1. Statements of accounts with debit balances are sent to students legal home permanent addresses on the 10th of each month. Email notification is also sent to students with a debit balance.
2. A financial hold is placed on student accounts with a debit balance preventing a student from enrolling in future classes and the release of an official transcript.
3. Each summer, all current year student accounts with a balance greater than $40 are turned over to a collection agency. These accounts include those that have no activity or payments for three months. To illustrate, during Summer 2015, outstanding balances for Summer 2014, Fall 2014, Winterim 2014 and Spring 2015 are sent to collections.