



Tuition Payment Plan (2024-1 – 2024-3)

Polk State College, in cooperation with NELNET Business Solutions (NBS), is pleased to offer students a flexible, no interest Tuition Payment Plan (TPP). Below are some highlights and important dates.

- Enrollment is simple. In **PASSPORT**, click the **Tuition Payment Plan** link from the **My Financials** section or select **Tuition Payment Plan** when choosing a payment method.
- A new plan is required for each term.
- The earlier you sign up, the more payment options you have and the lower your enrollment fee and down payment.
- You must be enrolled in classes before you can enroll in a TPP.
- You cannot add existing Polk State College debt to your plan.
- You must have an active e-mail address and method of payment at the time of enrolling in a plan. We strongly suggest that you activate and utilize your Polk State College e-mail account as this is the official method of communication with the College. Your e-mail account can be accessed through PASSPORT.
- Your down payment is due at the time of enrollment.
- Your enrollment fee is **non-refundable**.
- Your plan balance will Not be automatically updated if financial aid is received, or a class is added or dropped. You should review your agreement balance online at mycollegepaymentplan.com/polk. It may take up to 24 hours for the change to be reflected on PASSPORT.
- **Refunds** of overpayments to NELNET will be issued by Polk State College 60 days after the last day of the add-and drop period (per agreement) for the main term session.
- If payment and fees are not current, NBS reserves the right to terminate your agreement.
- If your agreement is terminated by NBS for any reason (NSF, bad account number, etc.), you will be responsible for ALL fees due to the College and any payments to the plan (minus any fees due to NBS) will be refunded to you 60 days after the last day of the add-and drop period (per agreement) for the main term session.

Important Dates:

Fall 2023 (20241)

Payment plans available: 05/08/2023 – 08/14/2023

Last date to increase agreement balance: 08/14/2023

Last date to decrease balance or terminate agreement: 010/17/2023

| Last Day to Enroll Online | Required Down Payment | Number of Payments | Months of Payments | Enrollment Fee |
|---------------------------|-----------------------|--------------------|--------------------|----------------|
| July 10 | None | 4 | July-Oct | \$30.00 |
| August 7 | 25% | 3 | Aug-Oct | \$35.00 |
| August 14 | 50% | 2 | Sept & Oct | \$40.00 |

Spring 2024 (20242)

Payment plans available: 10/30/2023 – 01/08/2024

Last date to increase agreement balance: 01/08/2024

Last date to decrease balance or terminate agreement: 3/22/2024

| Last Day to Enroll Online | Required Down Payment | Number of Payments | Months of Payments | Enrollment Fee |
|---------------------------|-----------------------|--------------------|--------------------|----------------|
| Nov 13 | None | 4 | Nov-Feb | \$30.00 |
| Dec 11 | 25% | 3 | Dec-Feb | \$35.00 |
| Jan 7 | 50% | 2 | Jan & Feb | \$40.00 |
| Jan 8 | 50% | 1 | February only | \$40.00 |

Summer 2024 (20243)

Payment plans available: 04/01/2024 – 05/8/2024

Last date to increase agreement balance: 05/8/2024

Last date to decrease balance or terminate agreement: 07/28/2024

| Last Day to Enroll Online | Required Down Payment | Number of Payments | Months of Payments | Enrollment Fee |
|---------------------------|-----------------------|--------------------|--------------------|----------------|
| April 9 | 25% | 3 | April-June | \$35.00 |
| May 7 | 50% | 2 | May & June | \$40.00 |
| May 8 | 50% | 1 | June Only | \$40.00 |

Who do I contact?

If you need to make changes to your agreement, contact NBS customer care at 1-800.609.8056 and have your agreement number ready.

If you have questions regarding your TPP coverage as shown in PASSPORT, contact the Polk State College Business Office at 863.297.1010 Ext. 5373 (8:00 AM – 5:00 PM, Monday – Friday).

Polk State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit polk.edu/compliance.