

**LONE STAR COLLEGE SYSTEM DISTRICT  
BOARD POLICY MANUAL  
Fifth Edition**

**VI.B.1.08 Dual Credit Tuition Waiver**

Texas high school students enrolled in dual credit courses will not pay the College any tuition, but the College may still charge fees to those students.

**VI.B.2. Installment Payment Plans**

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**VI.B.2.01 Policy**

The College may offer installment payment plans, as specified in the Tuition and Fees Procedures. Payment plans require a student's first payment prior to the Official Day of Record for each session in a term and final payment by the last week of class. A student who uses a payment plan will pay an extra enrollment fee at enrollment for each semester the student has a payment plan. The College will inform a student about any overdue tuition or fees. Not paying tuition and fees may impact enrollment status.

*LSCS Policy Manual Section VI adopted by the Board of Trustees on March 7, 2019*

**VI.B.2.02 Obtaining an Installment Payment Plan**

The College requires students to enroll and complete necessary paperwork online for a tuition payment plan. That paperwork will include a written agreement outlining the payment plan's terms and conditions, a promissory note as collateral for the debt, and the student's financial aid award assignment covering the student's tuition or fees.

The following statement in bold-faced type must be included in any student's signed promissory note: **"A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make full payment prior to the end of the semester or session may be indefinitely denied a transcript."**

*LSCS Policy Manual Section adopted by the Board of Trustees on May 4, 2017*

**VI.B.2.03 Appealing Denial of a Transcript for Non-Payment**

A student may appeal denial of an installment plan to the College. The Chief Student Services Officer will have final authority regarding the student's eligibility.

**VI.B.2.04 Applying Financial Aid Awards to Tuition and Fees**

The College applies a student's financial aid award to pay a semester's tuition and fees. The College will refund the balance after financial aid pays the student's tuition and fees.