

Big Bend Community College

Residence Hall Installment Payment Plan Enrollment Form

Last Name: _____ First Name: _____

Student I.D. Number: _____ Phone: _____

E-mail Address: _____

Address: _____ City/State/Zip: _____

OFFICE USE ONLY	
Residence Hall Fees	\$ _____
Minimum Monthly Payment	\$ _____
Installment Plan Enrollment Fee (Non-refundable) Fee Code PP	\$15.00

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_____ **Payments are due the _____ of each month** and can be mailed to BBCC or paid at the Business Office in Building 1400. To assure proper credit, please include Student I.D. Number on all checks and correspondence.

_____ **Note: Billing invoices will not be sent. Please use the Residence Hall Installment Payment Plan Record at the bottom of this form as your reminder.** Non-payment will result in a hold placed on your student record, and your account being sent to a collection agency. Pursuant to state law (RCW 28B.10.293 and RCW 19.16.500) any debts to the college will be increased by cost and expenses incurred in the collection of such debts.

_____ A late payment fee of \$15 will be assessed for any payment not received by the due date. An additional late payment fee of \$15 will be assessed every 7 days until balance is paid in full.

_____ Refunds of overpayments will be made according to BBCC Residence Hall Refund Policy.

_____ Residence Hall room charges are quarterly. If you leave the residence hall during the quarter without withdrawing from the college, the room charges are still due and payable and will not be pro-rated.

I certify that I am at least 18 years of age and that I have read, understand and agree to the terms and conditions of this contract.

Student/Parent/Guardian Signature _____ **Date** _____

OFFICE USE ONLY

Payment Record

Summer Quarter		Fall Quarter		Winter Quarter		Spring Quarter	
Due Date	Amount	Due Date	Amount	Due Date	Amount	Due Date	Amount
1 st day of class		1 st day of class		1 st day of class		1 st day of class	
August		October		February		May	
September		November		March		June	

7662 Chanute Street N.E., Moses Lake, WA 98837-3299 - 509.793.2222 Business Office - 509.793.2024;
Residence Hall – 509.793.2291

Office Use Only - White-Business Office, Yellow-Customer

Receipts 1-Customer 1-Cashier