

# Big Bend Community College

## STEPP Enrollment Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

### OFFICE USE ONLY

STEPP Tuition and Fees \$ \_\_\_\_\_

Minimum Monthly Payment (Tuition/# of payments) \$ \_\_\_\_\_

STEPP Enrollment Fee (Non-refundable) Fee Code **PP** **\$15.00**

**Payments are due the 1<sup>st</sup> 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 STEPP Payment 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 \$25 will be assessed for any payment not received by the 7<sup>th</sup> day of the month in which it is due. If the 7<sup>th</sup> falls on a weekend or a holiday, payment must be received on the previous Friday to avoid the late fee. An additional late payment fee of \$25 will be assessed every 7 days until balance is paid in full.

Schedule changes may cause changes to tuition and fees due. See the Cashier at the time of any schedule changes to determine additional amounts due, if any.

Refunds of overpayments will be made according to BBCC Refund Policy and will be made no sooner than the 10th day of the quarter.

If you **drop** all your classes, see the cashier. **You may still have an outstanding balance.**

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 STEPP Payment Record

Summer Quarter Q1		Fall Quarter Q2		Winter Quarter Q3		Spring Quarter Q4	
Due Date	Amount	Due Date	Amount	Due Date	Amount	Due Date	Amount
June 15*		September 1*		December 1*		March 1*	
July 15		October 1		January 1		April 1	
		November 1		February 1		May 1	

7662 Chanute Street N.E., Moses Lake, WA 98837-3299 - 509.793.2222 Business Office - 509.793.2018;  
BusinessOffice@BigBend.edu

*Office Use Only - Receipts 1-Customer 1-Cashier*