

HAYWOOD COMMUNITY COLLEGE	BUSINESS SERVICES METHOD OF PAYMENTS	Procedure 6.2.10.1
------------------------------	--	-----------------------

I. Tuition & Fees

- A. In Person - Tuition and fee payments can be made in person using cash, check, money order, and most major credit cards at the Business Office.
- B. Online - Secure online payments can be made using most major credit cards.
- C. By Mail - Payments by check or money order can be mailed to:

Haywood Community College Business Office
Attn: Cashier
185 Freedlander Drive
Clyde, NC 28721

The College cannot accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks). Please make checks payable to Haywood Community College. Checks must be written for the amount due. Checks shall not be postdated.

When paying by check or money order by mail, include student's name on the check to ensure proper credit. Payments mailed are not considered received until posted to your account.

- D. By Phone - To protect student's financial security, the College will not accept credit card payments by phone or mail.

II. Bookstore

Payments can be made using cash, check, money order, and most major credit cards. The College cannot accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks).

Please make checks payable to Haywood Community College. Checks must be written for the amount due. Checks shall not be postdated.

III. Print Shop

Payments can be made using cash, check, money order, and most major credit cards. The College cannot accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks).

Please make checks payable to Haywood Community College. Checks must be written for the amount due. Checks shall not be postdated.

IV. Regional Center for the Advancement of Children

- A. Child Care fee payments can be made in person using cash, check, money order, and most major credit cards at the Business Office.
- B. Secure online payments can be made using most major credit cards.
- C. By Mail - Payments by check or money order can be mailed to:

Haywood Community College Business Office
Attn: Cashier
185 Freedlander Drive
Clyde, NC 28721

The College cannot accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks). Please make checks payable to Haywood Community College. Checks must be written for the amount due. Checks may not be postdated.

When paying by check or money order by mail, include the parent's name on the check to ensure proper credit. Payments mailed are not considered received until posted to your account.

Adopted: 06-07-2017
Revised: 01-29-2018