

BILLING INSTRUCTIONS
2009-10

Enclosed is the account statement for your current term charges as well as any other debts owed to **Western State College of Colorado**.

All charges are due no later than the third day of each term **⊕:Aug. 26, 2009 for FALL**
⊕:Jan. 13, 2010 for SPRING

PAYMENT

Payment is due in the Cashier's Office no later than **the dates indicated above** -early payments are encouraged and appreciated. You must:

1. Pay the TOTAL DUE; or
2. Have signed up for "W-PAY" (see enclosed); or
3. Have made prior arrangements (Contacted the Director of Student Financial Services or the Head Cashier).

PAYING BY CHECK OR CREDIT CARD

✓ **If paying by check**, please make checks payable to Western State College. Please, make sure student's name and Student ID number appear on the face of the check; an envelope is provided.

If paying by Master Card, Visa or Discover, please complete the credit card information on the reverse side of your account statement. Enclose the lower portion of your account statement with your payment in the envelope provided. **You may now pay via "WOL"** *Please see enclosed for specific instructions.*

☞ You may also call the Cashier's Office to charge over the phone at (970)943-3003 during normal business hours. Please note: *you will experience extended busy signals if you call the Cashier's Office on the due dates indicated above* ☺ If mailing your check or credit card payment, please note it must be received (**NOT** just postmarked) by **the due dates indicated above** in the Cashier's Office. Please allow one week for regular mail delivery.

LATE PAYMENT CHARGE

A late payment charge of **\$50.00** will be assessed to all accounts if payments are not received in the Cashier's Office by **due dates indicated above**. Students who have not paid, or made arrangements to pay, may be dis-enrolled from classes. There is a **\$100.00** re-enrollment charge plus an additional charge of **\$5.00 per day** until the account is paid.

IT IS THE STUDENT'S RESPONSIBILITY:

***To PAY or CONFIRM the bill has been PAID IN FULL**. It can't be assumed that a parent, scholarship, student loan or any other entity has met your obligation.

*To realize that any changes in charges (i.e. an increase in course work or alteration of housing arrangements) MIGHT NOT BE reflected on the current statement.

*Students receiving Alaska Loans or physical student loan checks from **lenders** MUST still come to the Financial Aid Office\Cashiers' to pick-up/sign for the physical check.

*To pay all charges assessed during each term by the due dates. Students with account balances at the end of a term will be charged a **\$50.00** penalty.
