

PAYMENT

Any student registering for courses at CWI incurs a debt to the College upon registration. Payment in full or satisfactory payment arrangements for each semester is due on the payment due date each semester, as published in the [academic calendar](#). Students with an outstanding balance from a prior semester will not be allowed to register for future courses until the balance is paid in full. The College reserves the right to administratively drop students who fail to make payment in full or satisfactory payment arrangements by the payment due date each semester in order to open class space for other students.

An outstanding debt to the College may be assigned to a collection agency for recovery. The collection agency may assess additional collection fees, which are the responsibility of the student.

Important: Any student who no longer wishes to participate in a course that has not yet started MUST complete the official drop process in order to be eligible for a 100 percent refund of tuition and fees (see [Registration](#)). It is the student's responsibility to drop any and all courses that they do not intend to complete. Failing to drop using one of the official methods as explained under the "Dropping a Course" section of the [Registration](#) catalog page may result in an outstanding debt to the College that may be sent to a collection agency for recovery, as well as a permanent academic transcript record with a failing grade.

Payment Options and Satisfactory Payment Arrangements

Students may select from a variety of payment options and methods at CWI. Payments in full or satisfactory payment arrangements include the following:

PAYMENT IN FULL

CWI accepts cash, personal check, money orders, Visa, MasterCard, and Discover.

PAYMENT BY A THIRD PARTY

Any student receiving financial assistance from an organization external to CWI should ensure that the agency is aware of payment deadlines and present a payment voucher or other documentation to One Stop Student Services as a satisfactory payment arrangement by the payment due date. All outstanding balances are the student's responsibility, are due and payable to the College, and may be sent to collections for recovery if a third party fails to make payment.

Important: If the third party does not pay after being billed, the charges will be placed back on the student's account and become the responsibility of the student.

FINANCIAL AID

In order for CWI to ensure that financial aid is processed and ready for disbursement, students must complete and submit all requested documentation prior to the payment deadline for each semester, as published in the [academic calendar](#).

TUITION AND FEE PAYMENT PLAN

CWI provides a payment plan option that allows for balances owed to the College to be divided into smaller payments due at regular intervals over the course of a single semester. Any student who is unable to make

payment in full and who does not have third-party assistance or financial aid available by the payment due date must complete a [Tuition and Fee Payment Plan](#) prior to the payment due date each semester. The payment plan MUST be for the full amount of tuition and fees due.

The payment schedule will be listed in the Tuition and Fee Payment Plan and all payments must be made by the specified due date(s). No grace period is given. Any payments received by the College (financial aid, family contributions, or outside scholarships) are applied directly to the student account to satisfy any outstanding balance owed prior to satisfying any other obligation.

Additional payment plan information can be found on [myCWI](#) or the [Payment Plan](#) webpage.

Important: Any student who does not make payment in full, does not establish satisfactory payment arrangements, or no longer wishes to participate in a course that has not yet started MUST complete the official drop process (see the "Dropping a Course" section of the [Registration](#) catalog page) in order to be eligible for a 100 percent refund of tuition and fees. It is the student's responsibility to drop. Failing to drop using one of the official methods may result in an outstanding debt to the College that may be sent to a collection agency for recovery, as well as a permanent academic transcript record with a failing grade.

Late Fees

The minimum late fee is \$50. Students who have not paid in full by the due dates listed in the [academic calendar](#), regardless of the first day of their classes, may incur late fees. Students who enter into a Tuition and Fees Payment Plan agreement and pay after the specified due dates may incur late fees.

Outstanding Debt

Upon registration, the student acknowledges that if the student does not pay any obligations that are owed to the College ("Debts"), as they become due, that an outstanding Debt owed to the College may be assigned to a collection agency for recovery. If that occurs, the collection agency may assess additional collection fees and costs, which may include a fee calculated on a percentage not to exceed 33% of the outstanding Debt. The student agrees to pay the additional collection fees and costs assessed by the collection agency in seeking collection of the Debt. Further, the student agrees to pay all costs, fees, and expenses incurred by the College in seeking collection of the Debt obligations owed by the student, including but not limited to fees and costs charged by third parties such as attorney's fees and costs.

Upon registration, the student authorizes the College of Western Idaho and its respective agents and contractors to contact the student regarding the student's financial aid and/or student account and/or Debt, including but not limited to any balances that become due or outstanding Debt obligations that are owed the College, at the current or any future number that is provided for a cellular phone or other wireless device, using automated telephone dialing equipment or artificial or pre-recorded voice or text messages, or otherwise.

College-Initiated Drops for Nonpayment

The College reserves the right to administratively drop students who fail to make payment in full or satisfactory payment arrangements by the payment due date each semester in order to open class space for other students.

Important: Any student who does not make payment in full, does not establish satisfactory payment arrangements, or no longer wishes to participate in a course that has not yet started **MUST** complete the official drop process (see the "Dropping a Course" section of the [Registration](#) catalog page) in order to be eligible for a 100 percent refund of tuition and fees. It is the student's responsibility to drop. Failing to drop using one of the official methods may result in an outstanding debt to the College that may be sent to a collection agency for recovery as well as a permanent academic transcript record with a failing grade.

Tuition and Fee Refunds

Students may drop any or all courses that are a full semester in length through the census date (the tenth day of instruction in the fall and spring semesters, the fifth day of instruction in the summer semester) that is published in the [academic calendar](#). NOTE: Courses that are not a full semester in length have different refund policies.

Students dropping courses prior to the census date are entitled to 100 percent refunds of tuition and fees. Students enrolled in Tuition and Fee Payment Plans are entitled to 100 percent refunds of tuition and fees less the nonrefundable processing fees associated with the payment plans. A course dropped prior to census date does not generate a permanent academic transcript record.

Important: All class drops must be officially recorded by the College using either [myCWI](#) or by completing a [Withdrawal Form](#) and submitting it to One Stop Student Services. Students **MUST** drop classes in one of these two ways in order to be eligible for a refund of tuition and fees. Failing to drop using one of the official methods may result in an outstanding debt to the College that may be sent to a collection agency for recovery as well as permanent academic transcript record with a failing grade.