



## Procedure for Collecting Payments

### Currently Enrolled Active Students

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- Students must sign an “Enrollment and Tuition Agreement” on or before the start of any program.
- Students are responsible to follow the payment schedule in accordance with the “Enrollment and Tuition Agreement”. Erie 1 BOCES does not send invoices.
- Students are not permitted to start class until both the deposit and the first payment have been made.
- Students in a multiple term program will not be permitted to advance to the next term until all balances are paid in full.
- Past due notices are sent on or after 5 days of a missed payment, then again every 30 days.

### Past Due Accounts

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- After 180 days past due, all accounts are sent to a Collections agency.
- Students will not receive a Certificate of Completion. They will not be permitted to sit for a licensure exam or attend graduation (where applicable).
- Students in a multiple term program will not be permitted to advance to the next term until all balances are paid in full.

### Dropped/Withdrawn Students

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- Upon withdrawing from a program, students will be notified of their status/balance with Erie 1 BOCES.
- Students with Past Due accounts are prohibited from entering any Erie 1 BOCES program until their balance is paid in full.
- Past due notices are sent monthly until the 180-day mark, at which point the account is sent to Collections.
- Dropped or Withdrawn students may contact Erie 1 BOCES to work out a payment agreement in advance of an account going to Collections. All payment agreements must be settled/paid in full within 180 days of the agreement. Students who fail to follow the payment agreement risk being immediately sent to Collections.