

**LL Polk Campus, Garibaldi Building**  
**Room 106:**

**BREE BOWERS**

Accounts Receivable Technician  
*Collections, Refunds, & Cashier*  
704.272.5355 ph.  
704.272.5310 fax  
[bbowers@spcc.edu](mailto:bbowers@spcc.edu)

**AMY WILLIAMS**

Accounts Receivable, Coordinator  
*1098T's*  
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**OCH Campus, Braswell Building**  
**Room 150:**

**COLENE BURNOP**

Accounts Receivable Technician  
*Sponsorships, Nelnet Payment Plans & Cashier*  
704.290.5849 ph.  
704.993.2476 fax  
[cburnop@spcc.edu](mailto:cburnop@spcc.edu)

**MONICA MILLER**

Purchasing Technician/Cashier  
*Cashier*  
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[mmiller@spcc.edu](mailto:mmiller@spcc.edu)

**Important Dates to Remember**

Students who register during early registration will be required to pay for their classes by the payment due date. Students who register for classes after the payment due date, full payment is due at the time of registration

Payment due date for Fall Semester: **July 31st** (*Payments for Fall cannot be accepted until July 1st*)

Payment due date for Summer Semester: **May 15th**

Payment due date for Spring Semester: **December 1st**

**PAYMENT OPTIONS ARE AVAILABLE**

**Cash** - in person

**Check/Money Order** - In person/mail (phone number and driver's license number must be on the check)

**Credit Card** - online at <http://go.spcc.edu>, in person, or over the phone. We accept: Visa, Master Card, American Express, and Discover

**Nelnet Payment Plan:** online @ <http://go.spcc.edu>. \$25.00 nonrefundable enrollment fee is due at sign up. Credit card information is needed for automated payments each month. Check with the Business Office to see what percentages are due based on the dates enrolled.

**Sponsorship** - Students who are being sponsored by ResCare, TAA VR, or any other organization must submit authorizations to SPCC by the payment due date.

**Financial Aid** - Financial Aid must be awarded by SPCC before the payment due date. For questions regarding applying and completion of your financial aid please contact the Office of Financial Aid and Veterans Affairs at 704.272.5391 or [finaid@spcc.edu](mailto:finaid@spcc.edu)

### **What if you still owe a balance at the end of the semester?**

Students who still owe a balance at the end of the semester will receive an invoice from the Business Office. Students who know that they will owe a balance before the end of the semester are encouraged to contact the Business Office to set up payment arrangements.

If it becomes necessary for South Piedmont Community College to refer unpaid balances to a collection agency, the student will be expected to pay ALL fees associated with the collection of the unpaid balance.

### **Can you register and receive transcripts if you have a balance with SPCC?**

No, students who owe a balance cannot register for more courses, receive certificates, or transcripts until the balance is paid in full.

### **Will you receive a refund if you don't attend, drop, or withdraw from courses?**

If you are unable to attend class, a DROP FORM **MUST** be completed with the drop period. If a DROP FORM is not completed, and you don't attend the class you will be considered NA (never attended), and will be responsible for **ALL** tuition and fees associated with the class.

100% refund is received if classes are dropped before the first day of the semester.

75% refund is received if classes are dropped after classes start but on or before the census date (check Moodle for the census dates for each of your courses).

Students who withdraw from courses do not receive a refund as it is after the census date.