

Billing Worksheet Instructions

Information regarding tuition/fees and payment schedules can be referenced on-line at http://www.cca.edu/students/handbook/tuition_fees. You can access your billing statement online by logging in to your Webadvisor account. The statements do not detail monthly payment amounts due to pending financial aid transactions, only overall remaining balances due will be listed.

FEES

Please list applicable fees.

Tuition-Please list tuition amounts per semester. See the *Schedule of Tuition & Fees* (http://www.cca.edu/students/handbook/tuition_fees) for tuition amounts.

Registration Fee-This is a nonrefundable fee that applies to all students upon registration.

Insurance Fee-This fee may be waived by completing and returning the *Insurance Waiver Form* by September 16th for the fall term and January 27th for the spring term to the Student Accounts Office.

Activities Fee-This fee applies to all full time students.

Materials Fee-This fee applies to specific classes only. Please see the *Schedule of Tuition & Fees* for applicable classes.

Housing-If you have not received your housing assignment, please list the charge for Clifton Hall and revise your worksheet as soon as you become aware of any changes. Housing assignments can be viewed by logging in to your Webadvisor account.

Housing Deposit-\$750. This includes a \$500 non-refundable fee and \$250 refundable fee.

Subtract Payments Made -This includes any payments/deposits that have previously been made.

Total Fees-Please total the above fees in this section.

FINANCIAL AID

Please list amounts from your *Financial Aid Award Letter* in this section.

Scholarships- List all CCA or other institutional scholarships here. Scholarships from institutions outside of CCA may only be listed upon providing written proof from the lending institution to the Student Accounts Office.

Grants- List all grants including SEOG, Cal Grants, and Pell Grants.

Loans- List all loans that are being accepted. Deduct origination fee if applicable. This fee may apply to **Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans**.

PLUS Loan-Please only list the amount you have already been approved for the PLUS loan.

Perkins Loan-The Master Promissory Note for this loan must be signed in the Student Accounts office during the Add/Drop period.

****Other Aid**-Other aid may include outside student loans from alternative lenders. In order to include alternative loan amounts on the billing worksheet, students must also submit documentation of **finalized approval** amounts from lenders. This does not include **pre-approval** status.

Total Aid-Please total all grants, scholarships, loans, and other aid.

FEES (-) FINANCIAL AID

Payment Due-This is the amount you owe, ONLY if fees exceed financial aid.

Refund Due- This is the amount refunded to you, ONLY if financial aid exceeds fees.

PAYMENT PLANS

Pay in Full-Due July 15th for fall and November 1st for spring, or upon registration if enrolling after dates listed.

Six Month-May to October for fall, first payment is due July 15th and must make the students account current on any May, June, and July payments. November to April for spring. An automatic credit card payment form is available in the Student Accounts Office for the Six Month Plan only.

Half and Half-Due July 15th and September 1st for fall. Due November 1st and January 1st for spring.

****Methods of payment include credit card (Visa, MasterCard, American Express and Discover), cash, check, or wire transfer. Please include students name and ID# on all payments.**

STUDENT SIGNATURE

The **student** is required to sign this portion of the worksheet.

AUTHORIZATION FOR RELEASE OF STUDENT ACCOUNT INFORMATION (FERPA)

****This is a separate form. Please list the names of any family member or person whom you would like to be able to access information regarding your account.**

Please return completed worksheet to either Oakland or San Francisco:

CCA Student Accounts 5212 Broadway Oakland, CA 94618 Fax (510) 594-1941

CCA Student Accounts 1111 Eighth St. San Francisco, CA 94107 Fax (415) 551-9261

CCA Student Accounts Billing Worksheet

By signing this worksheet below, you agree to satisfy the obligations pertaining to students as they are stated in CCA's Student Handbook, in its Student Catalog and on the College's Website (and as revised from time to time by the College and as interpreted by the College officers) and to pay amounts due, stated here and in any later billing worksheets and/or statements.

Information regarding tuition and fees is available online at http://www.cca.edu/students/handbook/tuition_fees.

Students can update their address, phone number and email address by logging in to <https://webadvisor.cca.edu>.

Student Name _____ CCA ID# _____

Phone () _____ Cell Phone () _____ Email _____

Fees Please refer to the Tuition & Fees Schedule

	Fall 2011	Spring 2012
Tuition	&	&
Nonrefundable Registration Fee	\$115	\$115
Insurance Fee <i>May be waived if submitting Official Waiver Form</i>	\$841	\$1393
Student Activities Fee	\$60	\$60
Materials Fee		
On-Campus Housing- Circle One: Clifton, Apartments, Irwin, Webster or California Street Res.		
Housing Security & Cleaning Deposit \$750		
Subtract Payments and Deposits Made		
Total Fees	\$	\$

Financial Aid Please copy amounts listed on your Financial Aid Award Letter

	Fall 2011	Spring 2012
CCA Scholarship		
Scholarship:		
Scholarship:		
SEOG Grant		
Cal Grant A		
Pell Grant		
Direct Subsidized Loan Deduct 0.5% origination fee for this loan		
Direct Unsubsidized Loan Deduct 0.5 % origination fee for this loan		
Direct PLUS Loan- See Directions Deduct 2.5% origination fee for this loan		
Perkins Loan No origination fee for this loan		
Other Aid: DO NOT INCLUDE WORKSTUDY		
Total Financial Aid	\$	\$

Payment Due Total Fees exceeds Total Financial Aid (Choose Payment Plan) \$

Refund Due Total Financial Aid exceeds Total Fees (No Payment Plan) \$

Fall 2011 Semester Payment Plan

- Payment in Full - Due July 15th
- Six Month Plan - Divide Payment Due by 6
\$ _____ Due Monthly May-October
Payments are due on the first of each month
- Half and Half Plan-Divide Payment Due by 2
\$ _____ Due on 7/15 and 9/1

Spring 2012 Semester Payment Plan

- Payment in Full - Due November 1st
- Six Month Plan - Divide Payment Due by 6
\$ _____ Due Monthly November-April
Payments are due on the first of each month
- Half and Half Plan-Divide Payment Due by 2
\$ _____ Due on 11/1 and 1/1

- I assume and agree to satisfy all of my financial obligations of these educational benefits as a student at CCA.
- I understand that it is my responsibility to update my address information. Failure to receive a reminder bill does not relieve you of the responsibility to make a payment.
- I am aware that I cannot register for classes if my student account is not current. Furthermore, I understand that a HOLD will be placed on my records to prevent such registration.
- Failure to pay by the due date will result in a **\$25 late fee** assessed to your account. Also, further delinquency may result in your account referred to an outside collection agency. Please note that you will be liable for all costs and legal fees incurred in the collection process.
- I understand and agree should I have a balance due at any given time, I hereby authorize CCA and/or its agents, including collection agencies, to contact me via cellular phone and/or all forms of electronic technology to collect such outstanding debt.

Student Signature _____ Date _____