

## Lane Community College Deferred Billing Terms

### Statements:

Amounts owed the College are due on the 15<sup>th</sup> of each month and must be posted to the student's account by 11:59 p.m. to avoid Late Fees. Credit level students are not mailed paper billing statements and it is each student's responsibility to monitor their Account Summary in myLane and make payments accordingly. Credit students may opt for paper statements unless they have opted for the electronic statements only. Students are responsible for maintaining mailing and email addresses in myLane.

### Payments:

Payments will be applied to the oldest term for which an amount is owed. Returned checks or bankcard payments will be subject to a returned item fee and the payment on your account will be reversed. All amounts due to the College must be paid in full prior to regular registration (not Advance Registration) for subsequent terms. Transcripts will not be released if a balance is owed to Lane. Lane Community College does not provide for special payment arrangements to prevent an account from being referred to a collection agency or reported to a credit bureau. To avoid additional late fees, please allow enough time to ensure postal delivery before payment due date.

### Payment by Mail:

Payments can be sent by **check or money order only** (no cash payments) to: Lane Community College, P.O. Box 50850, Eugene, OR 97405-0099.

### Payment by Web:

Payments may be made on the web by check, savings account, VISA or MasterCard, by going to the Lane Community website at: [www.lanec.edu](http://www.lanec.edu) and access myLane. Once in myLane, choose the "Make an Online Payment" link on the Home tab. Contact Enrollment and Student Financial Services at (541) 463-3100 if you have questions about payments on the web.

### Pay in Person:

Payments may be made in person only at the Main Campus, Building 1, 4000 E. 30<sup>th</sup> Avenue, Eugene. No cash is accepted in campus drop boxes. When paying in person, you will be assisted to use myLane by a staff member. Lane staff cannot enter credit card numbers and credit card transactions cannot be processed over the phone.

### Third Party Payment Authorization:

Students may arrange for others to have access to view their billing statements and/or to make payments online by reviewing instructions at: <http://www.lanec.edu/esfs/third-party-payment> .

### Late Fees:

Full payment is due and payable at the time of registration. The College will assess a monthly late fee of 2% on any unpaid balance from a prior billing period (the time between statements).

### Failure to pay:

- The College may refer the account balance which is 91 days or older to an outside collection agency for failure to pay as agreed and may report the status of the account to a credit reporting agency.
- If the account has been referred to a collection agency and/or an attorney, collection, court and attorney costs will be added to the account and these will not be reflected in myLane.
- Lane Community College cannot accept payments on accounts that have been assigned to a collection agency and questions must be referred to the collection agency. Students wishing to pay off outstanding debts to Lane will need to contact the collection agency in charge of the debt by calling the number listed with the hold in myLane. Payment in full must be made to that agency, and registration or release of transcripts will not be allowed until funds are received in full by Lane.
- Enrollment for any future terms and release of transcript will be blocked.
- The college will purge advance registration for future term.

### Early Registration Special Notice:

All students participating in early registration understand that their prior terms bill must be paid in full by 11:59 p.m., on the payment deadline date. See the <http://www.lanec.edu/calendars/registration-calendar> for the exact payment deadline date by term. Failure to pay the balance in full by the established deadlines will result in that student's classes for the subsequent term to be purged, without advance notification.

By registering for any class at Lane, you have automatically accepted the terms of the Lane's Deferred Billing Agreement. Furthermore by registering you are agreeing to retrieve your 1098T form by accessing the electronic version in myLane. The college does not mail 1098T's.