



College of The Albemarle Procedure

Procedure Number: 6.2.10.1

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Title: Methods of Payment

Related Policy: 6.2.10 Methods of Payment

Division of Responsibility: Business and Administrative Services

I. AUTHORIZED METHODS OF PAYMENT

- A. **In Person:** Payments can be made at the Business Office using cash, check, money order, or major credit/debit cards (MasterCard, Visa, Discover, American Express).
- B. **Online:** Secure payments are accepted via the student portal using major credit/debit cards.
- C. **By Mail:** Checks or money orders (payable to College of The Albemarle) should include the student's name and ID. Payments are not considered received until posted.

College of The Albemarle Business Office
Attn: Cashier
P.O. Box 2327
Elizabeth City, NC 27906

- D. **By Phone:** Credit card payments are accepted only via secure lines to maintain PCI compliance and financial security.

II. CHECK REQUIREMENTS AND RESTRICTIONS

- A. **Prohibited Checks:** The College does not accept starter checks, counter checks (without preprinted name/address), post-dated checks, or credit card account checks.
- B. **Amount:** Checks must be written for the exact amount due.

III. THIRD-PARTY AND FINANCIAL AID PAYMENTS

- A. **Financial Aid:** Financial aid awards are accepted as a method of payment. Students are responsible for any balance not covered by aid.
- B. **Sponsorships:** The Business Office accepts authorizations from approved third-party sponsors (e.g., Vocational Rehabilitation, WIOA, Employers). Documentation must be on file before the payment deadline.

IV. DEFERRED PAYMENT AND INSTALLMENT PLANS

- A. Pursuant to **1E SBCCC 200.2**, the College may offer a tuition payment plan through an approved third-party provider.
- B. All installment plans must ensure that the total balance is paid in full before the end of the academic term in which the debt was incurred.

Legal Reference: N.C.G.S. §§ 115D-58.9; 147-86.22; 1E SBCCC 200.2.



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June 13, 2023

April 20, 2026

April 20, 2026

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision