



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. TUTION & FEES

- A. In Person - Tuition and fee payments can be made in person using cash, check, money order, MasterCard, Visa, Discover, or American Express at the Business Office.
- B. Online - Secure online payments can be made using MasterCard, Visa, Discover, or American Express.
- C. By Mail - Payments by check or money order can be mailed to:

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

The College cannot accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks). Please make checks payable to College of The Albemarle. Checks must be written for the amount due. Checks may not be postdated.

When paying by check or money order by mail, include the student's name on the check to ensure proper credit. Payments mailed are not considered received until posted to your account.

- D. By Phone - To protect student's financial security, the College will only accept credit card payments by secure phone line.

June 13, 2023

June 13, 2023

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision