HORRY GEORGETOWN TECHNICAL COLLEGE

There's More.

GUIDE TO

PAYMENT PLANS & DEFERMENTS

PAYMENT PLANS & DEFERMENTS

General Information:

- The balance due for the term must be at least $150.00.
- A non-refundable setup fee of $25.00 is due at the time of enrolling in the payment plan.
- Students will not be purged from their classes as long as the installment(s) are paid by the due date(s).
- Only tuition and fee charges billed by the Student Accounts Department for the term specified will be included in the payment plan. Charges for parking citations, books, library fines, etc. will not be included. No prior balances from other terms can be included.
- A $25.00 late fee will be applied to the student's account each time a payment is not received by the due date.
- Students whose account is not paid in full or in good standing on a Tuition Payment Plan may have a financial hold placed against their grades, transcripts, registration and graduation.
- If financial aid, student loans, or third-party payments are applied to the account after enrolling in the plan, the installment amounts will be adjusted.
- If the amount of your actual charges exceeds the total installment payments, you will need to pay the difference in a lump sum directly to the college by the last installment payment due date.
- If you withdraw from the college or change your course load, and the amount of your installment payments exceeds the amount you owe, you will receive a refund.
- Reminder emails are system generated and before taking any action please review your student account activity to determine if the information in the reminder email is valid.
- Previous balances cannot be included on the payment plan and must be paid prior to enrolling in the payment plan.

Deferment Information:

Students that have completed the Free Application for Student Aid (FAFSA) **and** the information have been received at HGTC's Financial Aid Department may be eligible to enroll in a deferred payment plan. To be eligible for a deferred payment plan, the following conditions must be met by the student:

- Must be admitted and enrolled in courses
- Cannot be on academic suspension
- Cannot be on financial aid suspension
- Must have completed the FAFSA application
- Must have submitted **all** requested documentation to the HGTC financial aid department
- Cannot have a previous balance due to HGTC
- Cannot be enrolled in another payment plan
- A non-refundable setup fee of $25.00 is due at the time of enrolling in the payment plan.

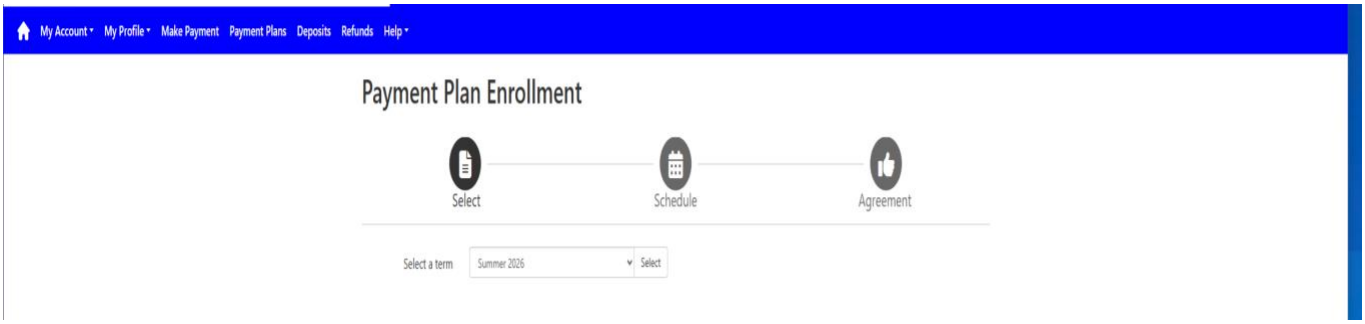
1. Log into myHGTC student portal.

2. Locate the **“Manage My Student Account”** card.

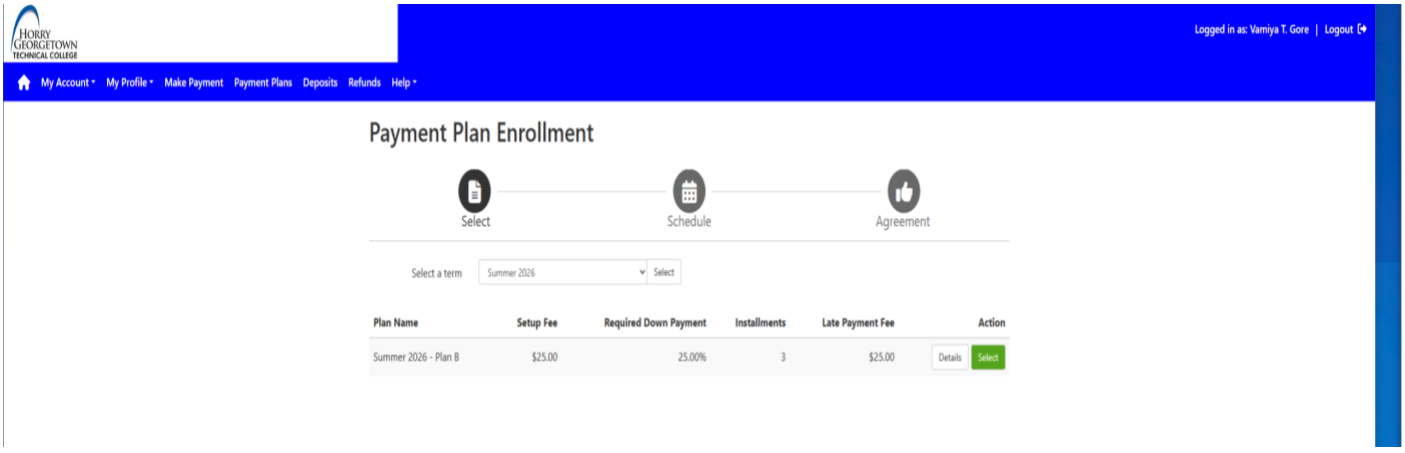
3. Click on link entitled “**Login to My Account**”

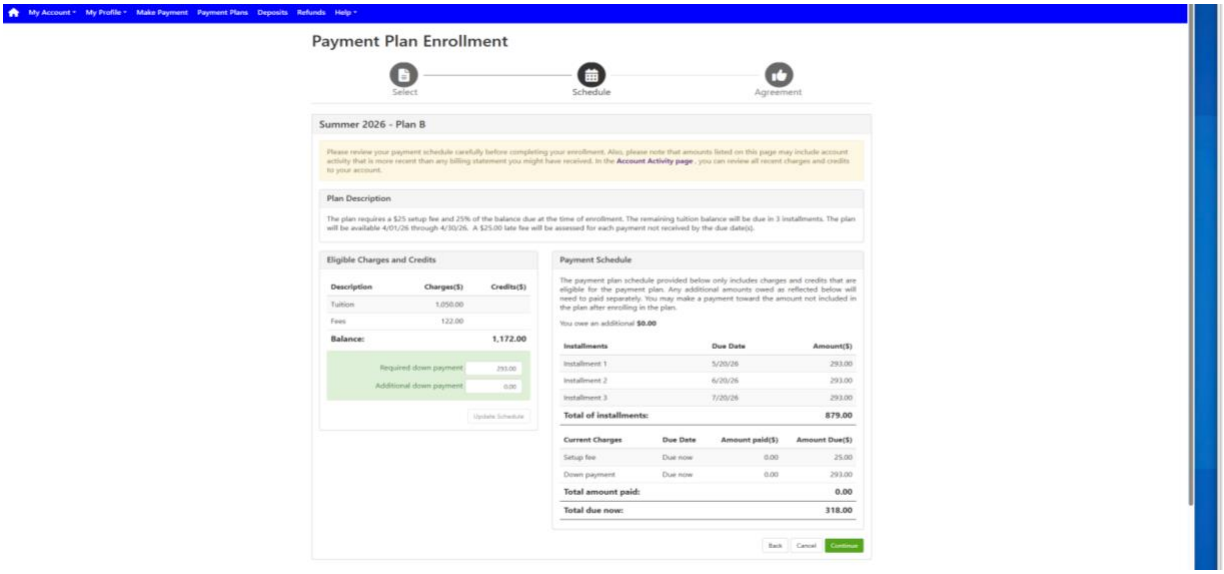
4. Select the **“Payment Plans”** tab at the top of the screen.

5. Select the **“Enroll Now”** link to enroll in the payment plan.

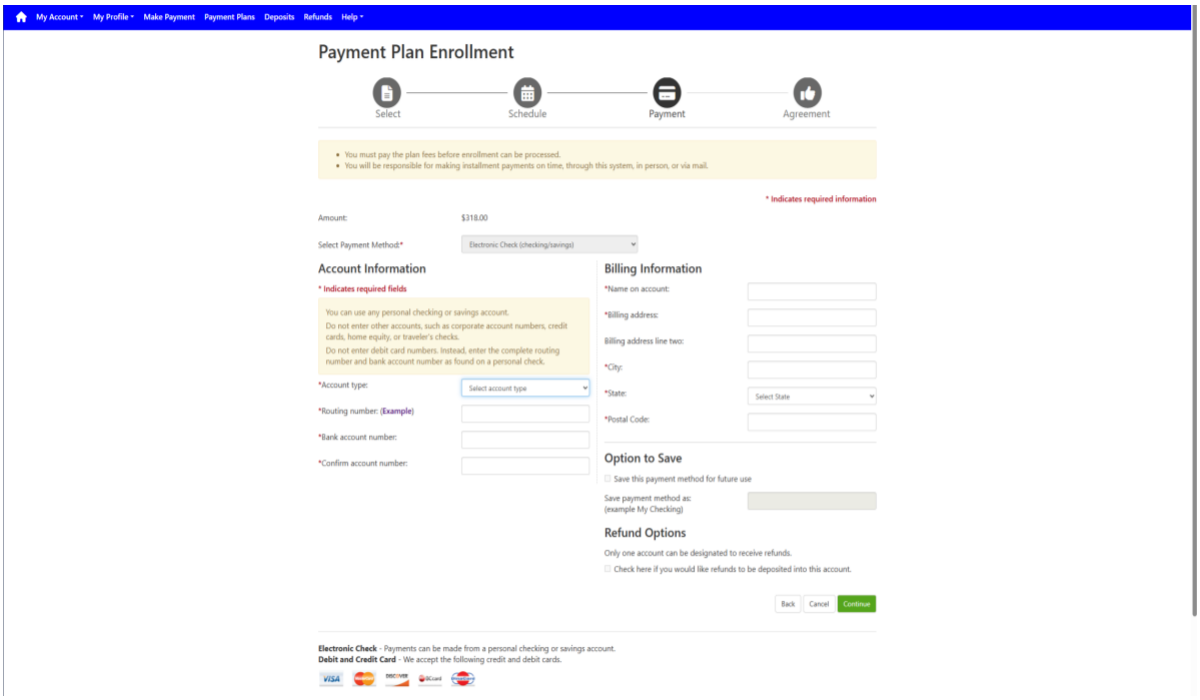


6. Select the term for the payment plan. A payment plan option will appear, if available. Choose a payment plan from the options that are displayed and click the “Select” link. Details about the selected payment plan will appear and you may select **“Continue”** if you agree to the terms.





7. The payment method page will appear. You may choose to make the payment with checking/savings account or with a debit/credit card. MasterCard, Visa, and Discover credit /debit cards are accepted. Select the payment method and Continue.



8. The pages thereafter will allow you to enter the payment information and agree to the terms of the payment plan. Please print the agreement for your records. **For the payment plan to be effective, you must also select "I agree" and click "Continue".** A confirmation email will also be sent to your email address.