

Procedure for Collecting Student Payments

The procedure for collecting payments at Erie 1 BOCES' Workforce Development is outlined as follows:

Currently Enrolled Active Students

Enrollment and Payment Agreement:

All students must sign an "Enrollment and Tuition Agreement" on or before the start of any program.

Payment Responsibility:

Students are required to follow the payment schedule outlined in the "Enrollment and Tuition Agreement." Erie 1 BOCES does not issue invoices.

Initial Payments:

Both the deposit and the first tuition payment must be paid before the start of the program.

Past Due Accounts

Notification and Risk of Dismissal:

Students will be notified if a tuition payment is past due and that they are at risk of being dismissed from the program.

Dismissal for Non-Payment: Students who owe more than one tuition payment will be dismissed from the program.

Collections Process: Accounts that are 90 days past due are sent to a collection's agency.

Restrictions for Past Due Accounts:

- Students with outstanding balances will not receive a Certificate of Completion.
- Students will not be permitted to sit for licensure exams or attend graduation (if applicable).
- In multi-semester programs, students will not be permitted to advance to the next semester until all balances are settled.

Dropped/Withdrawn Students

Re-Enrollment Restrictions:

Students may not re-enroll in any WFD program until the entirety of their balance is paid in full.

Collections Process:

As with active students, accounts that are 90 days past due are sent to a collection's agency.

Payment Agreements:

Dropped or withdrawn students may contact Erie 1 BOCES to establish a payment agreement before their account is sent to collections. However, all payment agreements must also be paid within 90 days. Failure to comply with the payment agreement may result in immediate referral to collections.