

Randolph Community College

Payment Plan

Randolph Community College is pleased to provide students with a Payment Plan. This plan allows you to pay for tuition/fees/books in monthly installments.

Steps to establish a Payment Plan & How to Make Payments:

1. Complete and return a Payment Plan form in the Business Office *OR* set-up using Self-Service.
2. If you submitted your completed form to the Business Office, please allow the staff time to enter the plan into the system before attempting to make your payment.
3. Payments can be made within the Business Office, online through Self-Service or over the phone. The following payment methods are acceptable:

Business Office

- a. Cash
- b. Check – Made payable to RCC
- c. Visa
- d. Mastercard
- e. Discover
- f. American Express

Self Service/Over the Phone

- g. Visa
- h. Mastercard
- i. Discover
- j. American Express

Payment Due Dates – Spring 2026

3 Payments – Starts October 27, 2025

1st Payment – Due at Time of Registration

Includes 1/3 of your tuition/fees/books plus **\$35.00** non-refundable fee.

Last date to accept payment plans is **Friday, January 23, 2026.**

2nd Payment – Due Friday, February 20, 2026

3rd Payment - Due Friday, March 20, 2026

Includes remainder of your tuition/fees/books balance.

Business Office Hours of Operation:

Monday	8:00 am – 5:00 pm
Tuesday	8:00 am – 5:00 pm
Wednesday	8:00 am – 5:00 pm
Thursday	8:00 am – 5:00 pm
Friday	8:00 am – 3:00 pm

Business Office Number

336-633-0292

Business Office Use Only

Payments

1. _____ PPLN _____
2. _____
3. _____

Payment Plan Enrollment Application

Name: _____

Student ID#: _____

Address: _____

City: _____

State: _____ Zip: _____

Payment Plan Agreement

I understand that by entering into this agreement with Randolph Community College, I am committing to pay the required tuition, fees, and book costs in monthly installments. I acknowledge that I am responsible for any remaining balance on my student account after any course drops, adds, or withdrawals are processed.

I further understand that any outstanding balance may prevent me from:

- Registering for future classes,
- Receiving final grades,
- Obtaining official transcripts.

Student Signature Required:

Date:

Please Do Not Fax This Form