

# LearnColumbia: Lesson 3 > Chapter 3

## Your Columbia College Bill and Payment Options

### How does SFS send bills?

SFS sends monthly electronic bills to students' MyOASIS email accounts and to any third parties such as a parent that they have registered through CCCPay – Columbia College's online billing and payment system.

### Does Columbia College have a payment plan?

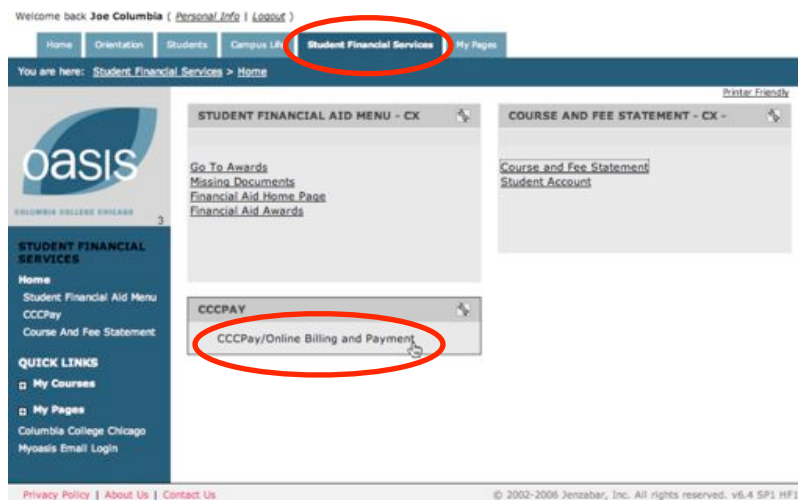
Students may choose to defer the cost of their tuition and fees over the course of the semester in four equal payments. Fall semester payments will be due the 1st of every month beginning September 1st and ending in December 1st. Spring semester payments will be due the 1st of every month beginning February 1 and ending with May 1.

Students will be charged a monthly \$15.00 Payment Plan Fee for every month that they continue to have an account balance. Students will be automatically billed their minimum amount due, which is the balance of tuition and fees less awarded financial aid and scholarships, divided by four. Students who do not pay their balance due in full by the first payment due date each semester will be automatically enrolled in this plan.

### How can I make a payment?

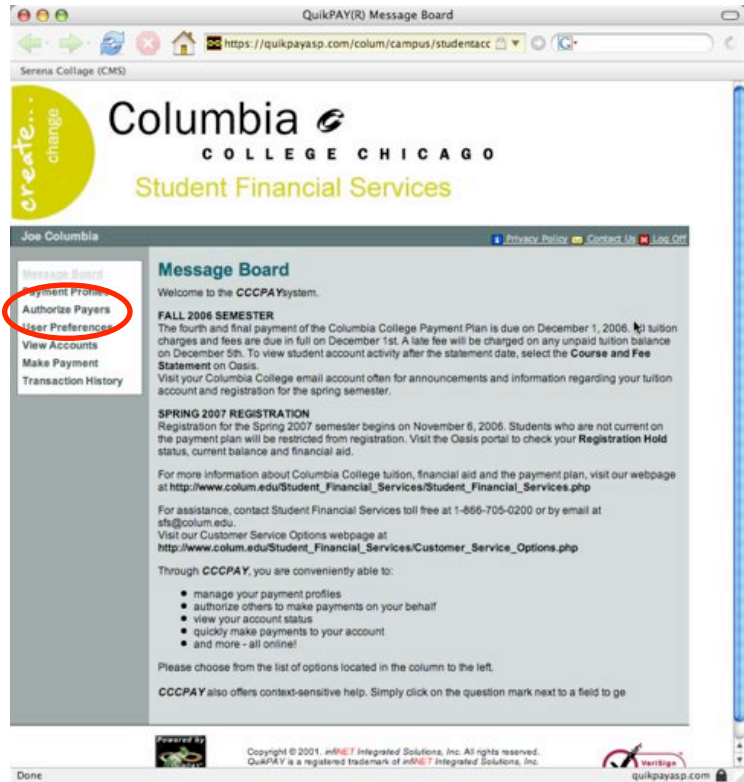
Simply go to the Oasis Portal & login. Click on the Student Financial Services Tab and then click on CCCPay/Online Billing and Payment.

**NOTE: You may need to turn of your pop up blocker temporarily for the Oasis portal in order for the CCCPay window to open.**

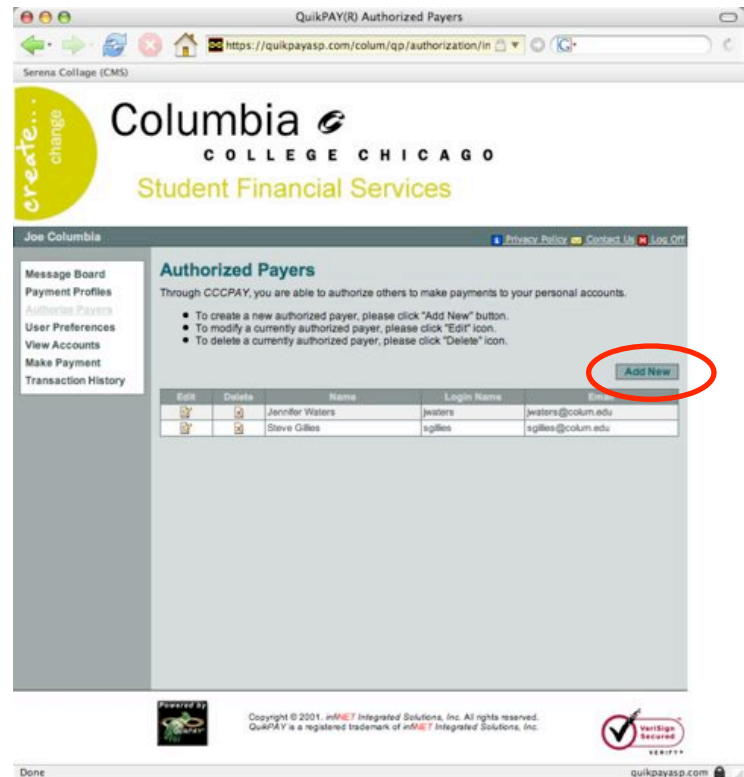


Next, you will be taken to the CCCPay Welcome screen and Message Board. Click on the Authorize Payer link in the left hand column.

**NOTE: Please take a moment when you first go to CCCPay to read the Message Board for important and helpful information from Student Financial Services.**



Sign up your parent/s or guardian/s as Authorized Payers. Simply click on the "Add New" button and follow the online instructions. They will then have access to the system and will receive your monthly e-Bill. You can add multiple authorized payers if you wish.



All credit card and eCheck payments are made through CCCPay. Credit card use on CCCPay is limited to MasterCard, Discover and American Express. All credit cards will require an additional service charge of 2.75% of the amount charged for usage that is collected by the Credit Card Servicer.

Check payments can be mailed to Student Financial Services at:

**Student Financial Services  
Columbia College Chicago  
600 S. Michigan Ave.  
Suite 303  
Chicago, IL 60605**

Cash or check payments can also be made in person at the cashier window located at 600 south Michigan Avenue 3<sup>rd</sup> floor.

**What are the payment methods Columbia College accepts?**

- 1) Cash, credit card and check payments.
- 2) Outside Agency payments  
If you have an outside sponsor or agency who is supporting your education you may authorize this third-party to receive your billing statement through CCCPay. If you require additional paperwork to be completed by our office please contact Student Financial Services at: 1-866-705-0200
- 3) Financial Aid Payments – Most students will apply for some for of financial including federal financial aid, and private educational loans.
- 4) Non-Columbia/Outside Scholarships  
Please notify Student Financial Services of any outside scholarships not included in your Award Letter and forward any necessary documentation to our office.

**What if I don't pay my bill or stay current on the payment plan?**

Students that are not current on their balance will receive a late fee and will be placed on financial hold. Students on financial hold do not have permission to register for any future semesters until the account is resolved.

**Student Financial Services is located at:**

600 S. Michigan Ave.  
Suite 303  
Chicago, IL 60605

Phone: 1-866-705-0200

