

CASHIER'S OFFICE

Phone: (619) 482-6307

The Cashier's Office assists students with student account balance inquiries. The office receives student payments for processing billed fee charges, disburses financial aid grant and student loan checks to students, and processes student reimbursement checks as applicable.

Payment Plans

Southwestern College is pleased to announce the availability of tuition payment plans for students! These plans are designed to help fill the gap of tuition/fees that financial aid does not cover.

If you're interested, please review the FAQs below.

- **What is a Student Payment Plan?**
Student fees are due when you register for classes. If you are unable to pay your fees at that time, you can sign up for a payment plan to make payments over time during the semester and keep your spot in your classes.
- **How and when do I sign up?**
As you register for classes, you will be charged enrollment and related fees. Once your fees are reflected on your account, you can pay them or sign up for a payment plan on the same screen to spread your payments over installments during the semester.
The plans are term based - you decide each semester if you would like a payment plan for that semester.
There's no need to sign up for a plan until you have charges on your account.
- **How much does it cost?**
There is a \$25.00 nonrefundable fee charged each semester you establish a payment plan. There is no additional payment required until your plan begins. You must owe at least \$100 to be eligible for a plan.
There are no charges for interest, late fees, paying off early or paying using a debit or credit card.
Your plan will adjust automatically as you add or drop classes.
- **How does this impact my Financial Aid?**
As you sign up for a payment plan, it will calculate the net balance owed after all payments and Financial Aid credits. Any Financial Aid awarded after you set up a plan will reduce your amount due.
- **How do I pay for the Payment Plan?**
You will have a choice of using a debit card, a credit card or ACH. Once you establish the payment plan, payments will be processed automatically based on the amounts and dates identified when you set up the plan.
ACH (Automated Clearing House) is a direct debit from your bank account. It's safe and easy - you enter your bank routing number and your personal checking or savings account number.
Any other payments received on your account for the semester will be applied against your plan. There is no penalty if you decide to pay off the plan early.
- **What if I have a balance due and a HOLD from a prior term?**
A Payment Plan applies to the current semester. If you have a prior balance, you still need to pay that debt. Any HOLDS on your enrollment (usually placed once you owe > \$100) will not be removed until that prior term balance is paid.
- **Can my family or others have access to my account?**

Yes, you may setup authorized users to view your billing information or make payments on your behalf.

To do this - Log into the SWC Student Account Center by TouchNet, click on "Authorized User", click "add Authorized User", enter their email then click "Continue" to complete the process. Follow this process for each person you would like to have access to your account.

- **Who do I contact if I have questions?**
Payment Plans – call SWC/TouchNet at (833) 269-3675
SWC Enrollment charges and fees - call SWC Cashier's at (619) 482-6307
Financial Aid – call SWC Financial Aid at (619) 482-6357

FORM 1098T

Each student who has paid tuition for the spring or fall semester will receive a Form 1098-T (<https://www.tsc1099.com/Login1098.aspx?msg=Session%20expired/invalid%20user>) Tuition Payments Statement from the Southwestern College District by January 31 of each year. This form needs to be submitted with your federal income tax form to claim a tax credit.