

# Tuition Installment Plan (TIP)

This guide shows you how to set up a tuition installment plan (TIP) in ctcLink.

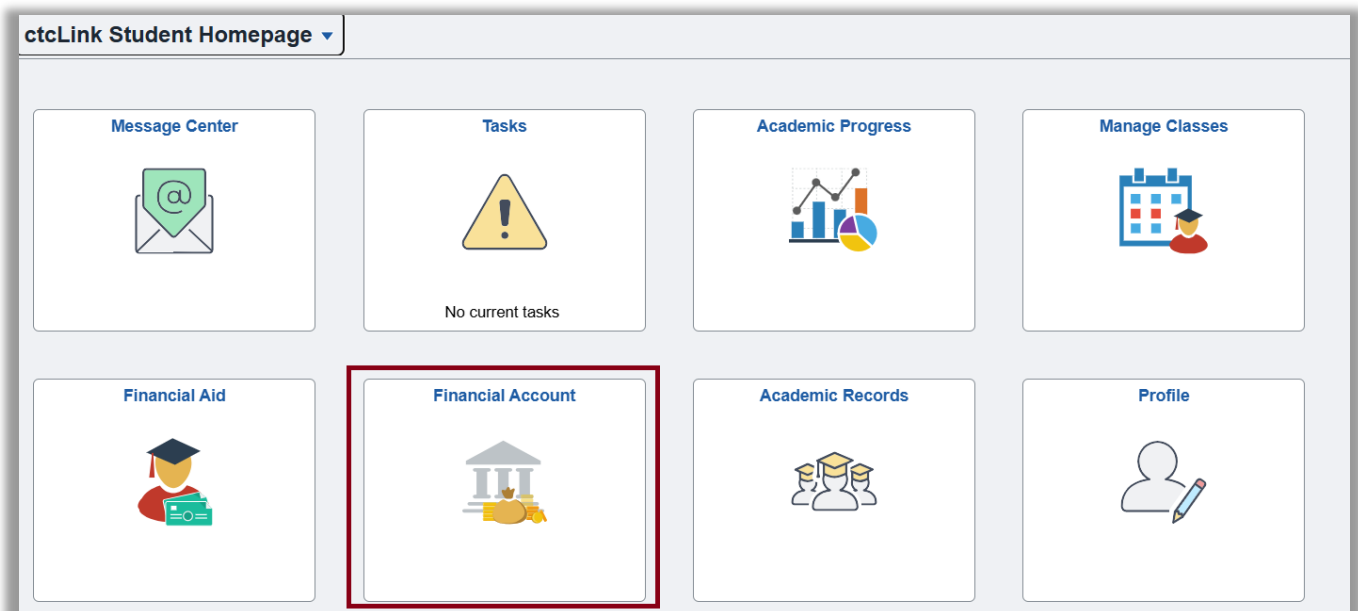
## ➤ Before you get started

- Please note that the first installment payment as well as a non-refundable \$25 fee will be due **immediately after set up of the payment plan.**
  - If this is not paid, you may be dropped from the payment plan and eligible to be dropped from classes for non-payment.
  - If you are dropped from the payment plan, you will need to contact Cashiering if you wish to start a payment plan again.
- A minimum balance of \$200 must be on your account for you to be eligible for a payment plan.

- Log in to [ctcLink](#) and go to the **Student Homepage**.

## ctcLink Student Homepage ▾

- Click on the **Financial Account** tile.



- You'll be brought to your **Account Balance** page. Here you can check to see what you currently owe.

| Account Balance            |                    |                 |
|----------------------------|--------------------|-----------------|
| What I Owe                 |                    |                 |
| Term                       | Charges & Deposits | Total Due       |
| WINTER 2025                | 1,820.20           | 1,820.20        |
| <b>Total</b>               | <b>1,820.20</b>    | <b>1,820.20</b> |
| Currency used is US Dollar |                    |                 |

- Click on the **Payment Plans** tab on the left menu. Then click the **Enroll in Payment Plan** option in the drop down menu.

ctcLink Student Homepage

Account Balance

Charges

Payments

1098-T

Payment Plans

Other Account Activities

ctcLink Student Homepage

Account Balance

Charges

Payments

1098-T

Payment Plans

Nelnet Payment Plan

Enroll in Payment Plan

Other Account Activities

- Search for the payment plan for the term you are enrolled in.

## Enroll in Payment Plan



### 1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

| Payment Plans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Maximum Amount | Number of Installments | First Due Date |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------|----------------|
| <p>Fall 2026 Tip</p> <p>IMPORTANT: PLEASE READ CAREFULLY</p> <p>As a student, it's important to make your payments on time, including your first payment. The first payment is due when you enroll in the Tuition Installment Plan. If you don't make your payments on time, you may be dropped from your classes.</p> <p>By signing this contract, I understand and agree to the following:</p> <p>I am responsible for paying the amounts listed, by the due dates. Clover Park Technical College (CPTC) will not send my debt to collections if I make my payments on time.</p> |                |                        |                |

- You may need to scroll down to see the radial button for the plan. Click on this button.



If I do not make payments on time, my account may be sent to collections. I will be responsible for the tuition, fees, and any additional collection costs and interest.

I will not be able to register for future classes until my balance is paid in full. If I make a late payment, a hold will be placed on my account until I pay the overdue amount plus a late fee. If I continue to miss payments, I may be dropped from my classes.

20,000.00

3 09/09/2026

- Click Next.

Cancel

Next

- Read the agreement and make sure you take note of the **Due Dates** to pay the tuition installments.

## 2. Review Installments

You have selected Fall 2026 Tip.

**IMPORTANT: PLEASE READ CAREFULLY**

As a student, it's important to make your payments on time, including your first payment. The first payment is due when you enroll in the Tuition Installment Plan. If you don't make your payments on time, you may be dropped from your classes.

By signing this contract, I understand and agree to the following:

I am responsible for paying the amounts listed, by the due dates. Clover Park Technical College (CPTC) will not send my debt to collections if I make my payments on time.

### Installment Schedule

| Due Date                 | Installment     | Administrative Fee | Total Installment |
|--------------------------|-----------------|--------------------|-------------------|
| <b>Ignore this date.</b> | 606.74          | 25.00              | 631.74            |
| 12/31/2024               | 606.73          |                    | 606.73            |
| 1/31/2025                | 606.73          |                    | 606.73            |
| <b>Total</b>             | <b>1,820.20</b> | <b>25.00</b>       | <b>1,845.20</b>   |

- Check the Installment Schedule to see the **Installment Amounts**. Note that the first installment and the \$25 administrative fee is due **immediately after set up of this plan** (disregard the first due date).

### Installment Schedule

| Due Date                 | Installment     | Administrative Fee | Total Installment |
|--------------------------|-----------------|--------------------|-------------------|
| <b>Ignore this date.</b> | 606.74          | 25.00              | 631.74            |
| 12/31/2024               | 606.73          |                    | 606.73            |
| 1/31/2025                | 606.73          |                    | 606.73            |
| <b>Total</b>             | <b>1,820.20</b> | <b>25.00</b>       | <b>1,845.20</b>   |

This Installment Schedule is based on your current charges. Your installment payments will automatically be reduced or increased if you lose or incur charges for this term. For example, if you drop classes, your payments may be reduced. If you add classes, your payments may be increased.

*Please read the “**Dropping Classes**” note at the bottom of this guide for instructions on how to drop classes after the last day to get a 100% refund.*

- Click Next.

Cancel Previous **Next**

- Read through the agreement. At the bottom of the page, check the “**Yes, I have read the agreement**” box and then click the **Enroll** button.

Enroll in Payment Plan 1 2 3 4

### 3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

I agree to the installment schedule listed above. If I default on any installments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated 11/01/2024 ☒ **Yes, I have read the agreement**

Cancel Previous **Enroll**

- You'll reach screen confirming your enrollment into the payment plan. Next, you'll need to pay the first installment and \$25 fee.

Enroll in Payment Plan 1 2 3 4

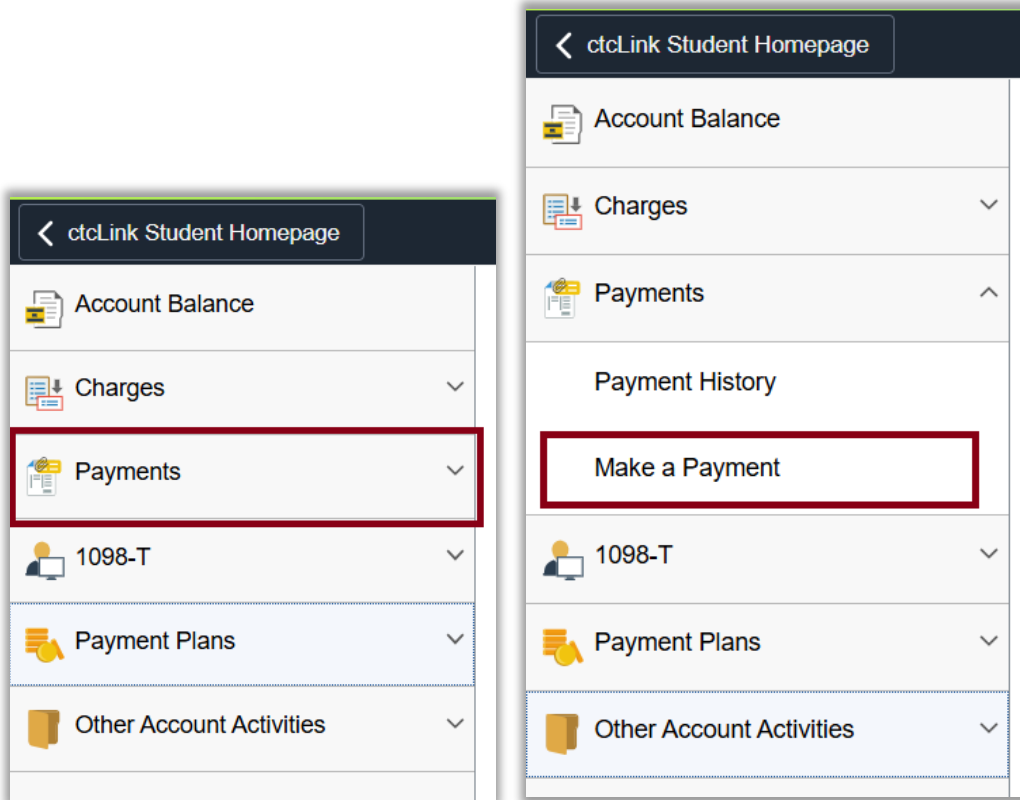
### 4. Result



Congratulations!

You have successfully enrolled in 2251 Winter Tuition & Fees. Please keep the installment schedule for your reference.

- Click on the **Payments** tab. Then click on **“Make a Payment”** from the drop down menu.



- You can check your charges by expanding the **“My Charges”** table. Both the initial payment and enrollment fee are due.

| Item Description            | Due Date        | Item Term   | Outstanding Charges |
|-----------------------------|-----------------|-------------|---------------------|
| Payment Plan Charge         | 11/31/2024      | WINTER 2025 | 606.74              |
| Payment Plan Enrollment Fee | 11/31/2024      | WINTER 2025 | 25.00               |
| Payment Plan Charge         | 12/31/2024      | WINTER 2025 | 606.73              |
| Payment Plan Charge         | 1/31/2025       | WINTER 2025 | 606.73              |
| <b>Total</b>                | <b>Due Date</b> |             | <b>1,845.20</b>     |

- Put in the amount to pay. Then click **Next**.

| Outstanding Charges | Payment Amount |
|---------------------|----------------|
| 1,845.20            | 631.74         |

[Cancel](#) [Next](#)

- Click **Continue to Make Payment**, and then follow the steps to finish making your initial payment.

### Make a Payment

#### Confirm Payment

 Your payment of 631.74 USD will be collected through our secure third party payment provider.

[Cancel](#) [Previous](#) [Continue to Make Payment](#)

- That's it! Now you're set up with a payment plan!

#### Final notes

- **Your first installment and \$25 fee are due immediately: Please pay this amount immediately after setting up the payment plan, or this payment plan may be cancelled.**
- **If your payment plan is cancelled:** If you are dropped from a payment plan due to non-payment of the initial installment, you will need to contact Cashiering if you wish to restart the payment plan.
- **Make payments on time:** Late or missed payments may result in a \$30 late fee charge.