

## SECTION IV: Policy

### Self-Pay Policy

In order for a student's admission's application to be considered complete, the student must complete one of the options below:

1. The student will need to have a completed Financial Aid file. A completed Financial Aid file is considered to be a signed, submitted FAFSA (Free Application for Federal Student Aid) with all of the required documentation attached, including verification (if required) for the current academic year. A student will need to have a completed Financial Aid file for every academic year attended. Students that have a completed Financial Aid file but not enough funding to cover their educational costs will be allowed to set up a payment plan with Student Accounts. The payment plan with Student Accounts will need to be in place before the student is allowed to register. This also applies for returning students who have already been accepted for admission.
2. Students requesting to pay out of pocket for educational costs will have to submit payment in full based on cost of attendance such as: tuition, fees, books, room, and board. The student will not be allowed to register for courses each term until payment is received in full by Student Accounts. Payments can be made online by credit card or with money order or cash paid to the UTTC Finance Department. For additional information, please contact the Student Accounts Department or visit [UTTC.edu](http://UTTC.edu).