

# DAVIDSON-DAVIE COMMUNITY COLLEGE

## Business Services

### **METHOD OF PAYMENTS**

#### PROCEDURE 6.2.10.1

#### **Tuition & Fees**

- A.** In Person - Tuition and fee payments can be made in person using cash, check, money order or credit cards at the Business Office. The College accepts the following credit cards: Visa, MasterCard, and Discover.
- B.** Online - Secure online payments can be made using approved credit cards.
- C.** By Mail - Payments by check or money order can be mailed to:

Davidson-Davie Community College  
P.O. Box 1287  
Lexington, NC 27292

When paying by check or money order by mail, include student's name on the check to ensure proper credit. Payments mailed are not considered received until posted to your account.

- A.** By Phone: When paying by phone, to protect student financial security, the College will not retain credit card information. The Enterprise Resource Planning system encrypts credit card data for security purposes.

#### **Bookstore**

Payments can be made using cash, check, money order or accepted credit cards. The College cannot accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks).

Please make checks payable to Davidson-Davie Community College. Checks must be written for the amount due. Checks may not be postdated.

Adopted: April, 2020