

Payment Plan Agreement Instructions

***** The option to setup the payment plan online *****
***** is now available through your AC Connect *****

The Amarillo College Student Alternative Payment Plan (ACSAPP) may be used for all Academic tuition and fees. **Students who choose to pay on the deferred payment plan will need to submit a payment plan agreement either in person or by faxing in a copy of the ACSAPP for the appropriate term. The following information will be needed on the form to complete the ACSAP process.**

1. **Printed Name and Signature**
2. **Social Security Number**
3. **Driver's License Number with State**
4. **Email address**

Students under the age of 18 must have parent signature and parent social security number on form.

No billing statements will be mailed. Emails notifying students of due dates will be sent to the student's AC Google Apps Email Address.

Agreement must be signed in Blue or Black ink. Agreement can be faxed to the business office or the AskAC Center during the times listed below when payment is ready to be made. No early agreements will be accepted without payment. Payment **must** be made the day the agreement is received.

Business Office fax number and hours:
Fax number: (806) 371-5453
Hours: Monday – Friday
8:00am – 5:00pm till May 11th.
Hours after May 11th:
Monday – Thursday
7:30am – 5:00pm and
Friday 7:30am – 12:00 Noon.

AskAC Center fax number and hours:
Fax number: (806) 371-5947
Hours: Monday – Thursday
5:00pm – 7:00pm
Hours after May 11th.
Same as above except Friday:
Friday hours: Noon – 5:00pm

All faxes received after the times listed above will be processed the following business day.
Payment must be made at the time the agreement is received.

For faxed copies, the following information is needed:

Student Name _____

SS# or ID# _____ Phone # _____

Address _____ City/State _____ Zip _____

Credit card # _____

Card Holder Name: _____ V-Code: _____ Exp Date: _____

Signature: _____ Date: _____

**** Payments for the last two due dates may be made on-line through AC Connect.****