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| <b>FINANCE</b><br><br><b>PROCEDURE</b><br><br><b>MANUAL</b> | <b>TITLE:</b><br>Payment of Fees |                                    |
|   | <b>NUMBER:</b><br>FIN-SAS-010    | <b>VERSION:</b><br>01              |
|   | <b>ISSUED DATE:</b><br>9/27/2010 | <b>REVISION DATE:</b><br>2/13/2013 |

➤ **Purpose:**

The College accepts various methods of payment for fees charged in accordance with Florida State Statute 1009 (et al). See also Cash Collection Procedure ([FIN-SAS-006](#)) and [Fee Schedule](#).

➤ **Definitions:**

**Dropped for Non-Payment (DFNP):** Action by which the student schedule is removed based on non-payment of fees by specified payment due date.

**Fees:** To be defined as a charge made by the institution; including but not limited to tuition & fees (fees charged as part of enrolling in a particular course), testing fees, and debts to the College. This can also include distance learning fees and course special fees for specific materials used as part of a course.

**PantherNet:** The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

➤ **Responsibility:**

**Cashier's Office:** The primary location for collecting and depositing any monies owed to the College.

**Student:** Pays all necessary fees and tuition by payment due date or will be dropped for non-payment of fees.

**Other Departments:** Payment accepted outside the Cashier's Office must be pre-approved by the Finance Department and deposited with the Cashier's Office the same day. Refer to Cash Collection Procedure ([FIN-SAS-006](#)).

➤ **Procedure Details:**

1. Payment of fees, tests, and debts to the College are made at the Cashier's Office or through the College website, [PantherWeb](#).
2. A computer generated, sequential numbered, validated receipt is issued for all payments received through PantherNet.
3. Payment of Student Schedule – Students must pay fees by their payment due date. The calculated payment due date is listed on the schedule fee receipt. If the payment deadline falls on a day that the College is closed, the payment due date will automatically be extended to the next business day.
4. Acceptable methods of payments:
  - College Website PantherWeb - <https://www.palmbeachstate.edu/pantherweb/>. Payment over the Web can be made with a Visa, MasterCard, American Express, Optima, Discover, JCB or non-North American Diners Club.
  - Cashier's Office – Each office accepts payments by cash, check, money order, Visa, MasterCard, American Express, Optima, Discover, JCB or non-North American Diners Club.
  - Drop boxes – Drop boxes are located outside each campus Cashier's Office. Payments left in drop boxes can be made with a check or money order. Drop box payments made less than one hour prior to closing for the day will be posted the following business day.
  - Mail – Payment can be made with a check or money order and must be received by the due date listed on the student's schedule fee receipt. Payments must be mailed to:

Palm Beach State College Cashier's Office  
Mail Station 11  
4200 Congress Ave.  
Lake Worth, FL 33461
  - Wire transfers – Can be arranged through the Cashier's Office.
  - Payments are NOT accepted over the phone.

➤ **References:**

Accounting Manual for Florida's College System:

[http://www.palmbeachstate.edu/finance/Documents/State\\_of\\_FL\\_Acctg\\_Manual.pdf](http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf)

College Board Policy:

6Hx-18-4.03

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.03.pdf>

6Hx-18-4.17

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.17.pdf>

College Cash Collection Procedure and Guidelines:

FIN-SAS-006

<http://www.palmbeachstate.edu/finance/Documents/FIN-SAS-006.pdf>

College Fee Schedule:

<http://www.palmbeachstate.edu/finance/offices/student-account-services>

Florida Statutes:

1009 (et al)

<http://www.flsenate.gov/Statutes>