

[Company]

November 19, 2016

TO: Dual Credit Students
FROM: [Type here]
RE: IMPORTANT! Dual Credit Tuition Payment and KC Login

This memo is very important. It concerns payment of your tuition for your Spring 2017 semester dual credit college classes. **Your statement is available only electronically and can be accessed by logging on to your student account via the MyKC student portal.**

- Dual credit students are eligible to sign up for FACTS installment payment plans. *(You must be registered in classes in order to enroll in a payment plan.)* It is advantageous to enroll in a payment plan early!
 - October 31 – November 20: No down payment, with four equal payments starting December 5 through March 5.
 - November 30 – January 10: 25% down payment, with three additional payments of 25% starting January 5 through March 5.
- If classes are dropped for non-payment on January 11, 2017:
 - ❖ Late and reinstatement fees will be added beginning January 11, 2017.
 - January 11 – January 23: 50% down payment, with two additional payments of 25% starting February 5 through March 5.

To view your account, and to pay in full online or enroll in a payment plan, use the online payment system by going to www.kilgore.edu and logging in to your MyKC account.

To login, you will need your student ID number, which can be found on the electronically generated welcome letter sent to you by Kilgore College. *If you do not have this information, contact Wade Cates or Alex Knox. Their contact information is included at the end of this letter.

- Your login name is the first four letters of your last name + the first four letters of your first name + the last four numbers of your student ID. (Example: John Smith 0000-00000 will be smitjohn0000) If either of your names contain only two or three letters, use the same format using only those letters.
- Your password is the word Student (with an uppercase S) + the two digit month and day of your birth. (Example: John Smith's birthday is January 15. His password is Student0115)

To access the QuikPAY or FACTS online payment systems, use the following steps:

Pay in full with QuikPAY:

1. Log in to your MyKC Account
2. Choose Academics from the top menu
3. Choose Student Information from the side bar
4. Click on My financial Info
5. Select year/term – then scroll down
6. Select **Pay in Full with QuikPAY** (if choosing to enroll in a payment plan, select **Pay by FACTS**)

**QuikPAY and FACTS are online payment options. Payments will be drafted electronically from the account information you enter. For FACTS plans, all subsequent payments will draft from the same account on the 5th of each month until account is paid. If you pay off your student account early, you must contact us at 903.983.8108 or cashier@kilgore.edu to prevent further payments from drafting.

PLEASE BE AWARE OF THE FOLLOWING IMPORTANT DATES:

October 31-December 2: Spring Advisement/Registration – Current students

November 7-December 2: Spring Advisement/Registration – All students

November 30: SPRING EARLY REGISTRATION PAYMENT DEADLINE.

December 1: Drop Unpaid Classes

January 10, 2017: *Late Registration*. **PAYMENT DUE BY MIDNIGHT TO AVOID DROPPED CLASSES.** Last day to pay without incurring late payment fees. Late payment fees and reinstatement fees will apply to re-enroll in classes dropped for non-payment.

January 11: Drop Unpaid Classes

January 12: Reinstatement fees and late payment fees begin.

High school students enrolled in dual credit college courses are NOT eligible for Financial Aid.

Payment can also be made in person in Kilgore or Longview at the Cashier's office. We accept cash, personal checks or money orders for the exact amount due, and Visa, Mastercard, Discover, or American Express credit cards.

If you have questions about your account, you may contact the following offices at Kilgore College:

Cashier's Office at KC – 903.983.8108 or email us at cashier@kilgore.edu

Jane Hanlon, Dual Credit Specialist for KC – 903.983.8202

PAYMENT DEADLINE IS January 10, 2017

If you do not know your Kilgore College ID number, you must contact:

Wade Cates: wcates@kilgore.edu 903.988.7542

Alex Knox: aknox@kilgore.edu 903.983.8216

Helpful links:

MyKC - <https://mykc.kilgore.edu/ICS>

Dual Credit - <https://www.kilgore.edu/academics/dual-credit-for-high-school-students>

QuikPAY pay-in-full information: <https://www.kilgore.edu/current-students/payment-options/quikpay>

FACTS payment plan information: <https://www.kilgore.edu/current-students/payment-options/facts-payment-plan>