

Payment of Tuition and Fees

Students are responsible for tuition and fees at the time of registration. All financial arrangements for your tuition and fees must be made on or before the tuition due date for each semester or your registration will be cancelled.

In order to finalize your registration each semester, one of the following payment methods must be in place in the Student Accounts Office by the tuition due date each semester:

Payment of Balance in Full - The College accepts cash (only at the Richland Campus), check, money orders, MasterCard, and VISA as methods of payment. Payments are made at the Student Accounts Office during regular business hours. Credit or debit charges may also be made via the telephone at (814) 262-6437 during regular business hours.

Online Payment - Students can make payments online through the Student Financial Services page on the myPEAK student portal (<https://my.pennhighlands.edu>).

Approved Financial Aid - We strongly encourage all degree, certificate and diploma students to apply for Federal Financial Aid by completing the [Free Application for Federal Student Aid](#) online as soon as possible. Students who would like to use Financial Aid toward their student payment account, *MUST* have completed the FAFSA process, through verification (if required), *AND* completed the documents required to accept their financial aid.

Students who have tuition and fees that are not completely covered by financial aid, *MUST* make arrangements with the Student Accounts Office to pay the remaining balance on or before the tuition due date for each semester.

Payment Plan - Students may enroll in our interest free payment plan. To enroll a student must:

1. Complete the payment plan agreement.
2. Submit with the agreement the \$25 payment plan fee (charged each semester you choose the payment plan option)*
3. Submit with the agreement the first month's payment to the Student Accounts Office.*

***Payment Plans are not complete until both the \$25 payment plan fee and the first month's payment have been received.**

Students and parents can get more information by contacting the Student Accounts Office at 814-262-6437.

Proof of Third Party Direct Payment - Students whose tuition and fees are paid by an organization (third party), such as a business or agency, must provide written documentation from the third party submitted to the Student Accounts Office upon registration or by the tuition due date. It is the student's responsibility to follow the terms and guidelines set forth by the organization. Students will be responsible for any outstanding tuition and fees not paid for by the third party.

Payments can be made in person only at the Student Accounts Office at the Richland Campus. Students can make payments online by accessing the Student Financial Services tab on the myPEAK student portal. Payments may also be mailed to:

Student Accounts Office
101 Community College Way
Johnstown, PA 15904