

PAYMENT OF REGISTRATION FEES

- Third-Party Authorization (p. 1)
- Florida Prepaid Program (p. 1)

Registration fees must be paid by the Fee Payment Deadline provided in the Important Dates and Deadlines (<https://catalog.valenciacollege.edu/importantdatesdeadlines/>) (<https://valenciacollege.edu/academics/calendar/>) calendar in the online official catalog. To pay your registration fees, you may:

- Use your authorized financial aid
- Pay online through your Atlas account with an approved credit card or electronic check using your personal checking or savings account.
- Pay by cash, check, credit card or money order in any campus Business Office (<https://valenciacollege.edu/students/business-office/>)
- Mail a check or money order to Valencia College, P.O. Box 4913, Orlando, FL 32802.
 - Note: Checks and money orders must be made payable to Valencia College and include your Valencia ID number (VID). Payment must be received in the Business Office by the close of business on the Fee Payment Deadline.

It is your responsibility to pay any remaining balance after all financial aid, scholarships, and third-party funding have been applied to your account. To check your balance due:

- Log into Atlas
- Click on the Students tab
- Go to My Account channel
- Under My Account, click on My Account Balance

For more information on how to pay for classes, click here (<https://valenciacollege.edu/students/business-office/frequently-asked-questions/payments.php>).

If you add a course or change your course registration after you have paid for your courses, **it is your responsibility** to be sure your account balance is zero. Even if your new registration totals the same number of credit hours as your previous registration, the fees associated with the course(s) may be different, resulting in an outstanding balance.

All charges must be paid by the Fee Payment Deadline or you risk being deleted from all of your courses. Your fee payment deadline is based on the date that you register. To determine your specific payment deadline, check the Important Dates and Deadlines (<https://valenciacollege.edu/academics/calendar/>) calendar in the online official catalog.

Third-Party Authorization

If all or part of your registration fees are being paid by an external agency (your employer, a government agency, etc.), you must present your current form of authorization (letter, voucher, etc.) to a campus Business Office by the Fee Payment Deadline provided in the Academic Calendar in the online official catalog. This authorization must be for the current term and must indicate a specific dollar amount for tuition, fees and/or books.

You are responsible for any remaining balance. If a current authorization is not presented, your account cannot be credited properly and you may be dropped from all of your courses.

Florida Prepaid Program

If you are a plan participant in good standing, Valencia will automatically credit your account for the maximum amount that can be billed. Your Florida Prepaid credit is limited to the amount of credit hours remaining in your plan, which is reflected on your annual statement. If, for any reason, we are unable to complete the billing process we will reverse the credit, and payment for your classes will become due immediately. **If you do not want Valencia College to bill Florida Prepaid** on your behalf, or would like to reduce the number of hours billed, please complete and sign the Florida Prepaid Authorization Form (<http://valenciacollege.edu/businessoffice/forms.cfm>) and return it to any campus Business Office before the fee payment deadline.

Depending upon the type of plan you have, you may be responsible for payment of a portion of your registration fees (special fees, student activity fee, technology fee, distance learning fee). No plan covers the full cost of instruction fee (<https://catalog.valenciacollege.edu/financialinformationfees/fullcostofinstructionfee/>) assessed for a course taken for the third time at Valencia. Any fees not covered by your Florida Prepaid plan must be paid in full on or before the fee payment deadline as listed in the Important Dates and Deadlines (<https://valenciacollege.edu/academics/calendar/>) calendar or you may be dropped from your courses.