

Payment Options

- Payments must be made at the time of registration. We accept cash, checks, money orders and credit cards (American Express, Visa, Master Card, and Discover). Payments can be made online through Online Services or in person at a campus Cashier Office.
- Online payments by check (ACH payments) require TWO business days for final verification and processing by your bank. The bank may reject the transaction if you do not have sufficient funds available or if you entered incorrect account information. Check your bank account balance to verify that your payment was processed successfully and also check “Current Activity” on your ACC student account to be sure the payment was not reversed. You will be charged additional fees if the payment is rejected by your bank.
- Payments by mail must be in the form of check or money order. Payment from a company or state agency is also accepted – call 512-223-7542 for more information. Receipts will not be faxed or mailed back on mail-in payments. Please contact the Cashier Office at 512-223-7561 for receipt information. Please note: if you have a past due balance, a hold (which prevents registration) will be placed on your account. Call 512-223-7542, if you are unable to register online or in person. For information on financing courses, go to austincc.edu/ce/costs.

Refund Policy

The ACC Continuing Education refund policy is 100% prior to the weekday before the first class day, or 100% if class is canceled by ACC. After classes begin, see the table below. The number of days listed refers to business days, not class meeting days. Classes that are ONE day long must be dropped before the class starts for any type of refund to occur. The Student Accident Insurance fee (\$1) is not refundable.

Class Length in Weeks	Last day for 70% Refund	Last Day for 25% Refund
2 or fewer	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or more	15	20

Insurance fees are non-refundable after class start date.

Refund Processing

- ✓ ACC mails refund checks to the address on file at the college. Check with Continuing Education registration staff to verify current and accurate information before the refund process is started.
- ✓ Credit card refunds will appear on your monthly statement as soon as possible after the official reporting date. You are responsible for interest charged to the credit card account while the refund is processed. (May take up to six weeks.)
- ✓ ACC charges a \$25 processing fee for any refunds that are reissued.

For information that will help in filling out your registration form see the last page.

Returned Payments

- ✓ \$25 fee will be charged and a hold will be placed on accounts with any of the following:
- ✓ Checks returned stop pay or account closed and credit card chargebacks: You will be dropped from all classes and be liable for the returned check fee and any non-refundable fees.
- ✓ Checks returned unpaid (NSF) must be replaced by cash or a money order. Otherwise, returned checks will be referred to a collection agency, which may assess further charges.