

Installment Plan/Pay to Stay Go Live Readiness Minutes September 3, 2013

Attendees: Chien Shih, Scottie McDaniel, Bill Baldwin, Susan Malmgren, Rachel Tai, Joe Lampo, Jerrick Woo, Sherri Mines, Nazy Galoyan, Henry Jung, Kevin Harral, Joe Moreau, Jerrick Woo, Ngoc Nguyen, Catherine Sun, Martin Varela, Hector Quinonez, Tom Roza (conference call) and Kari Elliott (note taker).

1. International Students.
 - Will have 4 payments instead of 3 payments; international credit cards are limited to \$1,000 per transaction.
2. Turn Installment Plan on at noon on September 4, 2013 instead of September 3, 2013.
 - Will have confirmation of ACH file from Bank of America September 4th (money in district account).
 - Both cashiers' offices and District agree to go live September 4, 2013.
3. Apply/Unapply rule change – 'like aid year' checked or unchecked.
 - Like aid year is currently checked.
 - Students who chose the wrong term or no term when paying prior balance will have payment applied to current term; installment plan will not have correct amount student owes.
 - Can explain to students with documentation; increase workload for cashiers' offices.
 - Uncheck like aid year.
 - Installment plan would reflect correct amount students owe.
 - May cause refund issues with Financial Aid.
 - Recommend leaving like aid year checked for Fall quarter.
 - Continue to research unchecked implications.
 - Have a resolution in time for Winter registration (before Thanksgiving).

Take Away Items:

1. Installment plan go live moved to September 4, 2013, noon.
2. Leave like aid year checked for Fall quarter.