**Victory professional development center**

 **PAYMENT POLICY**

Instructors/Staff will no longer be allowed to accept cash from students for ANY reason. Students must present all payments (tuition, testing fees, CPR, other payments) to the administrative office. Funds may be paid by:

* Cash
* Money order
* Cash App ($VICTORYPDC)
* Square (Mobile, AL/Downtowner location)
* Mail payment: VPDC P.O. BOX 91523, Mobile, AL. 36691

Students in remote site may present payments in person or one of the aforementioned manners.

Tuition must be paid in full before students are allowed to attend any clinical/extern rotations.

All outstanding fees must be paid in full before clinical/extern rotations can be scheduled.

Instructors, notify the office of any self pay student enrolled at the beginning of a course.

The Inter-Tribal Council, YMCA, BSCC and Vocational Rehab are the ONLY agencies that will cover the cost of CPR and TB Skin Tests for students. Students NOT sponsored by one of these agencies are responsible for paying for their own CPR course, TB Skin Tests and other incurred expenses.

 Students will be responsible for paying for the Hep B, MMR titer/vaccines and providing proof thereof.

 Student must pay for their own Drug Screens at the beginning of each course. The cost will be paid directly to: Mobile Site Collections: $25.00 (M0bile, AL,), $30.00 All other locations

Checks will not be accepted for any reason.

It is the Instructors responsibility to make sure that every student has paid in advance for any test(s) or retest(s) BEFORE notifying the coordinator to have the test scheduled. TESTS WILL NOT BE SCHEDULED UNTIL PAYMENT HAS BEEN MADE.

Failure to follow the guidelines set forth may lead to termination from the program.

 Updated 6/2020