

Notice to Division of Rehabilitation Services (DHS-DRS) Customers

Students with disabilities who are also vocational rehabilitation clients are responsible for taking the steps necessary to ensure that their tuition and fees are paid in a timely manner. It is very important that they complete the following steps in order to prevent problems from occurring:

- Obtain a copy of your class schedule and bill when registering.
- Note the payment due date (if it is not printed on the bill, ask for the due date).
- Mail or hand deliver a copy of your schedule and bill to your vocational rehabilitation counselor.
- Advise your vocational rehabilitation counselor of Parkland's billing policy (as printed in the Parkland College catalog):

Tuition and fees are due in full at the time of registration. If tuition and fees are not paid, cancellation of classes will occur unless other payment arrangements have been made. Students may elect to pay their account balance with Financial Aid, FACTS Deferred Payment Plan, and/or other outside agencies. However, it is the student's responsibility to make arrangements for these financial resources and be aware of any effect they may have on their account balance.

If registering within two weeks of the start of the current semester, the possibility exists that your vocational rehabilitation counselor may not have sufficient time to process the necessary paperwork and get it to the Parkland College Business Office by the due date. In that event, the vocational rehabilitation counselor should be directed to phone Diane Kessinger in the Parkland College Business Office at (217) 351-2420 to make other arrangements.

- When a student's bill is not paid by the published due date, that student will be dropped from all classes. Once a student's name is deleted from the class roster, that student may not be able to re-enroll in the same classes because some popular courses fill up quickly.

The Department of Human Services - Division of Rehabilitation Services (DRS) in Champaign County, IL, is located at 1307 N. Mattis Avenue, Champaign, Illinois, 61821 (217) 278-3500.