



UNIVERSITY POLICY

SUBJECT:	STUDENT AFFAIRS	TITLE:	STUDENT TUITION AND FEE OBLIGATIONS		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Academic Affairs		Responsible Office:	Academic Affairs	
CODING:	00-01-25-15:00	ADOPTED:	07/01/87	AMENDED:	10/04/10
				LAST REVIEWED: 10/04/10	

I. PURPOSE

To set policy and procedure for the billing and collection of student tuition and fees, and for addressing students' outstanding financial obligations to the University.

II. ACCOUNTABILITY

Under the Deans and the Vice President for Finance and Treasurer, the Associate Deans for Student Affairs or equivalent, the Registrars, and the University Finance Department shall ensure compliance with and shall implement this policy.

III. REFERENCES

Academic Calendar [00-01-20-88:00](#)

IV. POLICY

1. The University Finance Department shall ensure that, by the due date, defined as the start date of the semester at the School/program in which they are enrolled or intend to enroll, all students have paid tuition and fees, or have established an installment payment plan (see section IV.5.), or have demonstrated a commitment to pay as verified by the Financial Aid Office. The establishment of the start and end dates of the semester at each School or program and the procedure for communicating these dates to the University Finance Department shall be in accordance with the University policy on Academic Calendars (00-01-20-88:00). The billing invoice will be mailed thirty (30) days prior to the due date. Students admitted to the University after the date that billing invoices are normally mailed by the School will have tuition due by the start of the semester. The Schools can make the determination to allow students a thirty-day grace period from the start date of classes to pay their tuition and fees.

The cashier assigned to each School is responsible for the collection of tuition and fees.

2. A student's financial obligation will be conditionally (pending receipt of funds) reduced by the amount of accepted financial aid on record at the time of issuance of the billing invoice. Those students awarded financial aid will not receive any refunds of such aid until their account reflects a credit balance. Upon request, students who demonstrate that they will face personal hardship if all or part of their initial financial aid is used to satisfy their initial financial obligations to the University may receive a one-time refund of financial aid only in the first semester of enrollment at the University, and only if the total amount of the award less loan-processing fees exceeds the student's financial obligation for that semester. Thereafter, continuing students may not receive a refund of financial aid until their account reflects a credit balance.

3. Upon request, those students not receiving financial aid or receiving aid that is less than the total cost of tuition and fees may make arrangements with the appropriate Cashier's Office to pay each term's tuition and fees on an installment payment plan, the service charge for which is \$20. Eligibility for participating in this plan will be determined by the University Finance Department. Such requests must be received on or before the due date for each semester's tuition and fees. To participate in the installment plan, the student must execute a Tuition Repayment Promissory Note. The installment payment plan schedule shall be as follows:
 - a. Payment of all fees plus one-half of the tuition is due before or on the due date specified on the invoice.
 - b. One quarter of the tuition is due 30 days after the due date.
 - c. One quarter of the tuition is due 60 days after the due date.

Payment of full tuition or of an installment payment plan payment that is not received within 30 days following the due date will result in a late fee of \$50 for each month the account is in arrears.

4. The University Finance Department shall notify the Associate Dean or equivalent in October of those students who have an outstanding financial obligation for the Fall Semester, and send updated reports about these students weekly through the first week of November; for the Spring Semester, notification to the Associate Dean or equivalent will be sent in March, with weekly updates through the first week of May. The University Finance Department shall also notify the Associate Dean or equivalent of two or more missed payments under any installment payment plan in effect. Upon notification by the University Finance Department, the Associate Dean or equivalent shall notify the student, in writing, that the student's account is in arrears and that the student may be subject to administrative penalty unless appropriate arrangements are made for immediate payment. In the event that there are mitigating circumstances known to the Associate Dean or equivalent, the University Finance Department will be so informed and administrative actions may be delayed. If payment remains outstanding, the University Finance Department shall place encumbrances on student accounts in mid-November for the Fall term or early-May for the Spring term, or following two or more missed payments under an installment payment plan. Such encumbrances may result in withholding of transcripts, grades and/or diplomas; withholding of academic credit; barring of advancement to the next academic term; and/or other administrative actions. The University Finance Department shall issue a letter to students who have an outstanding financial obligation notifying them that an encumbrance has been placed on the account and advising these students to immediately contact the Cashier's Office to arrange payment. A copy of the letter shall be sent to the Associate Dean or equivalent and the School's Registrar. The Associate Dean or equivalent shall again notify such students that they may be subject to administrative penalties unless there is payment in full. If the student fails to comply with this final notice, the Associate Dean or equivalent shall take appropriate action.
5. Students with accounts in arrears who have an inactive academic status, i.e., Withdrawal, Dismissal, Suspension or Leave of Absence, will have their accounts submitted for collection by a collection agency thirty days after the recording of the inactive status in the student information system. The University Finance Department will inform the student in writing that the over-due account will be placed into collection in 15 days unless payment is made in full or arrangements are made for an installment payment plan. Copies of this letter will be sent to the appropriate Associate Dean or equivalent, the School's Registrar and the appropriate campus Financial Aid Office.

By Direction of the President:

Signature on file

Vice President for Academic Affairs