POLICY TITLE:
Collections Policy
VOLUME, SECTION & NUMBER:
4.1.19
ENTITIES AFFECTED:
Students
ADMINISTRATIVE AUTHORITY:
Department of Finance & Business Affairs
APPROVED BY:

To avoid the potenti al cons equence s of reg istration terminati on, including but not limited to financial holds,

ev icti on f rom Univers ity- owned res idence hall s , and ID card restricti ons, students should be aware of published

pay ment deadlines and ensure that they remit any outstandi ng payment on or before said deadlines.

Pa st- Due Ba la nces

A balance is cons idered pa st due if it is n ot paid wit hin thir ty (30) days of a payment ’s due date. Studen ts with

unpaid acco unt balances will be pla ced on a finan cia l hold by the Bursar ’s Offi ce. Students placed on a fi nancial

hold become inelig ible for f ur ther reg istration, and their transcripts will not be released unti l their accounts are

f ully paid.

A late payment fee may be assess ed when a studen t ’s account balance is not pai d in full by the last day to add

or drop c lass es. As aforementioned, other acti ons m ay also be take n , inclu ding but not li mited to removal f rom

reg istered class es, restricti on on ID card us e, and evicti on f rom University- owned res idence halls.

Students who do not make sati sfactory pay ment ar rangements on their past- due accounts may have their

accounts sent to a collections ag

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Financial holds will be placed on the account.