

<b>Policy Number</b>	307.000
<b>Policy Title</b>	NON-TRADITIONAL ONLINE STUDENT TUITION AND FEES PAYMENT POLICY
<b>Responsible Office</b>	Accounting Office
<b>Summary</b>	The following policy outlines the University policy on student payments.
<b>Definitions</b>	<p>Non-traditional Online Student: The student population that attends classes given online with sub-term starts. This does not include 8-week online graduate course students.</p> <p>Sub-term: This refers to the term for non-standard classes that do not line up with the normal fall, spring, or summer term. These classes last 5 to 6 weeks and begin various times during the calendar year.</p> <p>Online Cohort Schedules: The time frame set up through the University that indicates the start dates for online student cohort groups and the required classes for the particular degree.</p> <p>Tuition: Amount charged for access to University instruction and resources.</p> <p>Fees: Any expenses charged to student's accounts during the scheduled classes including but not limited to technology fees and book fees.</p>
<b>Approving Body</b>	Academic Council; Administrative Council
<b>Approval Date</b>	307.000 – Aca C (08.09.2019); Admin C (07.18.2019)
<b>Last Revision</b>	06.17.2019
<b>Re-evaluation Date</b>	Fall 2020
<b>Department Impact</b>	The University Registrar, Accounting, Financial Aid, Admissions

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

Settlement of all sub-term charges is due the day before each sub-term starts, as set forth by the Online Cohort Schedules. Students are responsible for following payment deadlines and policies, policies regarding adding or dropping a course, and financial aid policies.

### Rationale

The intention of this policy is to provide clear guidelines for payment policies and deadlines for online students.

### Policy Procedures

#### Course & Fee Statements for New and Returning Students

Once a student is registered for classes, they can access their statement through their my.ciu.edu account. Students will receive a notification to their CIU student email account informing them that their bill is ready to view.

#### Accepted methods of payment are:

1. Cash, check, money orders and credit cards (MasterCard, Visa, Discover, American Express)  
Note: If a check is returned due to insufficient funds, a \$12 returned check fee will be assessed.
2. The option of online payment by E-check or credit card is available through My.CIU.edu.
3. Financial aid that meets or exceeds semester charges.
4. Payment plans may be set up through my.ciu.edu.

Bills are calculated based on courses for which students are registered. Students are responsible for dropping a class before the drop date. If they fail to drop prior to the set drop date the student will be responsible for full payment. Should the student add, drop, or change a course prior to the official drop or add date, the balance will be adjusted where necessary. If an overpayment has been made, any credit amount will be refunded to students within ten (10) business days.

Students are responsible for making sure tuition and fees are paid and that all necessary forms have been processed through financial aid. This includes providing requested information and following up on financial aid status to ensure the proper delivery of aid. If a student does not secure financial aid before the payment due date, they will need to enroll in a payment plan or pay their balance in full. If a student enrolls in a payment plan, they are required to continue making

payments until they are cleared through Financial Aid. Once their financial aid has been processed, any overpayment or excess funds will be processed to the student within fourteen (14) calendar days.

### **Military Students**

Military students must contact the Certifying Officer in the Financial Aid Office to confirm their semester registration and military status/benefits. Documents must be submitted at the time of registration prior to the start of classes.

Military students with benefits that pay 100% of tuition and fees will automatically be excluded from classes being dropped due to non-payment. Students receiving military benefits who have an anticipated remaining balance must abide by the payment deadline with full payment of said balance.

### **Consequences of Non-Payment**

If a student fails to pay their balance by the due date, they will be reported to the Registrar at the end of the first week. When a student is dropped from classes due to non-payment, the Registrar's Office will notify the student via his/her CIU email address and relevant CIU personnel will be notified. Students dropped from classes due to non-payment will not be permitted to re-enroll in the same sub-term. The Financial Aid Office will be notified of those students dropped from classes due to non-payment, and all aid will be removed for the sub-term.

### **Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)