

Policy Number	308.000
Policy Title	TRADITIONAL GRADUATE TUITION AND FEES PAYMENT POLICY
Responsible Officer	Controller
Responsible Office	Accounting
Summary	This policy defines the process of reporting outstanding Accounts Receivable (i.e. Facility rentals) to be recorded on the university records
Definitions	<p>Traditional Graduate: The student population that has completed their Undergraduate degree and attends courses on campus or takes online courses in the Graduate program.</p> <p>Tuition: Amount charges for access to University instruction and resources.</p> <p>Semester charges: Include all expenses charged to a student's account during the semester. This can include, but is not limited to, tuition charges, room and board, book charges, and fees.</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> <p>Monthly Payment Plan: A contractual agreement between the student and the University to make equal monthly payments to reconcile the student's account balance for the current semester.</p> <p>Hold: A restriction placed on the student account that will withhold registration, Issuance of diplomas, grade reports, official and unofficial transcripts.</p>
Approving Body	Administrative Council
Approval Date	Aca C – 02.10.2020; Admin C – 01.17.2020
Last Revision	December 2019
Re-evaluation Date	Spring 2023
Departmental Impact	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 semester charges is due by midnight the first day of class for the semester start, as set forth on the Academic Calendar. For students taking eight (8) week course sessions or one (1) week intensive course sessions within a semester, tuition is due by midnight, the first day of class of each session start.

Students are responsible for payment deadlines and policies, policies regarding adding, dropping or withdrawing from courses, financial aid distribution policies, and debts owed.

Rationale

To provide clear guidelines for student account payment policies and deadlines for Traditional Graduate students.

Policy Procedures

Course and Fee Statements for New and Returning Students:

Once a student is registered for classes, they can access their statement through their My.CIU 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:

1. Cash, check, money orders, and credit cards (MasterCard, Visa, Discover, American Express)
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. Establishment of an online monthly payment plan through Authorize.net.

*Monthly payment plan participants are required to make consecutive monthly payments as scheduled. Missed or returned payments due to insufficient funds must be brought current on the second attempt. If the second attempt is unsuccessful,

the existing payment plan will be terminated, and the remaining payment plan balance will be turned over for third-party collection agency. A hold will be placed on the student account.

Other charges and fees (e.g., parking fines, graduation fees, health services fees) are due and payable when incurred.

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 thirty (30) 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.

In the event of a returned check due to insufficient funds, a \$12 returned check fee will be assessed.

Consequences of Non-Payment

If settlement through one of the payment methods listed is not received by the due date, email notices will be sent on the second day, informing the student of the following:

- A \$75 late fee is added to the bill
- Final Notice Confirmation is sent to the student
- Notification to the student that they will be dropped from classes and all campus services discontinued if settlement is not made by the end of drop/add.

Students with unpaid balances will be reported to the Registrar's Office at the end of add/drop. 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 notified. Students dropped from classes due to non-payment will not be permitted to reenroll in the same semester.

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 current semester.

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.

Hyperlinks

www.ciu.edu/policy