

## 1902 BILLING AND COLLECTION OF STUDENT TUITION, FEE AND OTHER CHARGES

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**Subject:** Tuition, Fees, and Other Student Charges

**Effective:** January, 1989

**Revised:** April, 2016

**Reviewed:** April, 2016

**Responsible Office:** OSFS

**Approval:** Senior Planning Group

### PURPOSE

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To establish responsibility and authority for the billing, collection and administration of student tuition, fees and other charges.

### POLICY

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1. Undergraduate tuition and the general fee for all schools must be approved by the Trustees. The Dean of each graduate/professional school and the Office of Budget and Management Analysis will agree on tuition to be assessed for each program or school.
2. The Office of Student Registration & Financial Services is responsible for the billing and collection of all student charges.
3. Tuition and fees will be assessed on a term basis. All charges will be billed on a monthly basis as incurred.
4. Student bills are produced electronically on a monthly basis. A hard copy bill may be produced in special circumstances, if requested.
5. All tuition, fees and other charges are due and payable on or before the due date(s) as established by Student Registration & Financial Services.
6. Deans and directors, or their designees, are responsible for authorizing adjustments to charges within their jurisdiction. No billing input or adjustment information will be processed without the proper approval. Names of individuals authorized to adjust billing information will be maintained on file in the Office of Student Registration & Financial Services.
7. The Office of Student Registration & Financial Services is responsible for imposing a late payment penalty on a past due student account unless an acceptable payment arrangement has been approved.

8. Any waiver of late payment penalties and/or service charges must be in accordance with guidelines established by the Office of Student Registration & Financial Services.