

# Tuition Collection and Payment Policy

## Spring and Fall Semesters

1. Tuition and fees are billed on the student portal during the second week of a new semester and are due by Friday the 5th week of classes.
  - a. For accounts unpaid at the beginning of the 6th week of classes, student accounts:
  - b. Places a financial hold on the student's account
2. Notifies the student of the hold
3. When a student's account is on a financial hold the student cannot register for any new classes and cannot receive a certificate or diploma.
4. When the account balance is paid in full the hold is removed. The student is then eligible to register, dependent upon academic standing and availability of classes.
5. If payment has not been received by the end of the semester, inactive accounts will be referred for collection. The financial hold will remain until the balance is paid in full to the collection agency.

## Summer Semester

1. Tuition and fees are billed on the student portal during the second week of a new semester and are due by Friday the 3rd week of classes.
  - a. For accounts unpaid at the beginning of the 4th week of classes, student accounts:
  - b. Places a financial hold on the student's account
2. Notifies the student of the hold
3. When a student's account is on a financial hold the student cannot register for any new classes and cannot receive a certificate or diploma.
4. When the account balance is paid in full the hold is removed. The student is then eligible to register, dependent upon academic standing and availability of classes.
5. If payment has not been received by the end of the semester, inactive accounts will be referred for collection.

## Billing for Fines

1. Fines may be charged for issues including, but not limited to:
  - a. Clinical make-up in excess of times allowed per course
  - b. Unplanned or unexcused absences from scheduled exams or competency exercises
  - c. Unreturned library or skills lab resources
  - d. Skills supplies
  - e. Lost student identification cards
2. Fines are billed on the student account as they are accumulated.
3. If the fines are not paid within 30 days, student accounts:
  - a. Places a financial hold on the student's account
  - b. Notifies the student of the hold
4. When a student's account is on a financial hold the student cannot register for any new classes and cannot receive a certificate or diploma.
5. When the account balance is paid in full the hold is removed. The student is then eligible to register, dependent upon academic standing and availability of classes.
6. If payment has not been received by the end of the semester, inactive accounts will be referred for collection.