

Policy Number	306.000
Policy Title	TRADITIONAL UNDERGRADUATE TUITION AND FEES PAYMENT POLICY
Responsible Officer	Chief Financial Officer
Responsible Office	Accounting Office
Summary	The following policy outlines the University policy on student payments.
Definitions	Traditional Undergraduate: The student population that attends courses on campus in the Undergraduate program. These students may live on campus or commute. Tuition: Amount charges for access to University instruction and resources. 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.
Approving Body	Academic Council; Administrative Council
Approval Date	09.28.2018 (Acad C); 08.17.2018 (Admin C)
Last Revision	6/28/2018
Re-evaluation Date	Fall 2022
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 August before the fall semester starts and by midnight the first day of December before the spring semester starts as set forth on the Academic Calendar. Students are responsible for payment deadlines and policies, financial aid distribution policies, and debts owed.

Rationale

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

Policy Procedures

Accepted methods of payment are:

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 online monthly payment plan through CASHNet.

*Monthly payment plan participants are required to make consecutive monthly payments as scheduled. Missed payments 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, residence life fines, graduation fees, and health service fees) are due and payable when incurred.

Bills are calculated based on courses for which the student is registered. Should the student add, drop, or change a course prior to the official drop/add date, the balance will be adjusted. Any additional amount will be invoiced to the student and payment is due upon receipt of invoice. Any overpayment will be refunded to student within thirty (30) days.

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

Course & Fee Statements:

New Students:

In order to inform and encourage students and parents regarding the Tuition Payment Policy, CIU Admissions and Financial Aid departments will:

- Include a notice on student's financial aid award letter and Net Partner
- Include a notice on the student checklist
- Notify students/parents that payment is to be made at CIU Connect

University bills for semester charges (tuition, room, board and fees) will be mailed to the student's legal/home/permanent address following registration for classes. Students are responsible for the accuracy of these addresses. Email notices will also be sent to CIU student email addresses with instructions informing students that they may view their bill through My.CIU.edu.

Returning Students:

No paper bill will be mailed. Email notices will be sent to registered returning students through their CIU student email addresses with instructions to view their bill through My.CIU.edu.

Consequences of Non-Payment:

If settlement through one of the payment methods listed is not received by the first day of August for the fall semester and/or first day of December for the spring semester, email notices will be sent on the second day, informing the student of the following:

- A \$75 late fee is added to the bill
- Confirmation that this is the Final Notice
- Notification to student that he/she 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 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 re-enroll 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 or an established online monthly payment plan through Nelnet Business Solutions.

Hyperlinks

www.ciu.edu/policy