

<b>Policy Number</b>	308.001
<b>Policy Title</b>	TRADITIONAL GRADUATE TUITION AND FEES PAYMENT POLICY
<b>Responsible Officer</b>	Controller
<b>Responsible Office</b>	Accounting
<b>Summary</b>	The following policy outlines the University's policy on student payments.
<b>Definitions</b>	<p><b>Fees:</b> Any expenses charged to a student's account during the scheduled classes including, but not limited to, technology fees and book fees.</p> <p><b>Hold:</b> A restriction placed on the student account that will withhold registration, issuance of diplomas, grade reports, official and unofficial transcripts.</p> <p><b>Installment Payment Plan:</b> 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><b>Semester charges:</b> 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><b>Traditional Graduate:</b> The student population that has completed their undergraduate degree and attends courses on campus or takes online courses in the graduate program.</p> <p><b>Tuition:</b> Amount charges for access to University instruction and resources.</p>
<b>Approving Body</b>	Academic Council; Administrative Council
<b>Approval Date</b>	Aca C – 02.10.2020; Admin C – 01.17.2020 Aca C - 07.18.2022; Admin C - 06.13.2022
<b>Last Revision</b>	09.22.2020
<b>Re-evaluation Date</b>	Fall 2025
<b>Departmental Impact</b>	The University Registrar, Accounting, Financial Aid, Admissions

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

### Policy Statement

Settlement of all semester charges is due by the first day of class for fall and spring semesters as listed 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 on 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

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

### Policy Procedures

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

Once students are registered for classes, they can access statements through their [my.ciu.edu](https://my.ciu.edu) account. Notifications are sent to CIU student email addresses when bills are available to view.

**Methods of Payment:**

1. Cash (Office Only), check\*, money orders and credit cards (MasterCard, Visa, Discover, American Express)
2. Financial aid that meets or exceeds semester charges
3. 529 College Savings Plan Payments
4. International Payment Options: Flywire or Wire Transfers
5. Payment plans (per semester fee required)

\*Note: If a check/e-Check is returned due to insufficient funds, a \$25 returned check fee will be assessed.

Payment plans are available at the beginning of each semester. Students enrolled in a payment plan are required to set up recurring billing which will automatically draft a banking institution or card for the required monthly payments. Missed payments or returned payments due to insufficient funds must be brought current immediately. Delinquent payments will result in the termination of the payment plan agreement.

**Credit Balance**

A credit balance eligible for a refund occurs when all applicable charges and credits have been posted to the account, and the student's eligibility for such funds has been reviewed, confirmed, or adjusted based on current eligibility, enrollment, or any other applicable conditions. Anticipated funds, including anticipated financial aid, are not considered credits to a student's account until the funds have been disbursed to the account.

Eligible students with a credit balance will receive a refund within fourteen (14) calendar days from the date of disbursement.

Accounts of students on a Payment Plan are not eligible for a refund unless the Payment Plan has been paid in full, and payments exceed the applicable charges.

**Student Billing**

Bills are calculated based on courses for which students are registered. Students are responsible for dropping a class before the end of the add/drop date. Students who fail to drop a class prior to the set drop date will be responsible for the tuition amount based on the [Student Tuition and Fee Refund Policy](#). Should the student add, drop, or change a course prior to the official drop or add date, the balance will be adjusted as necessary.

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 timely delivery of aid. Students who do not secure financial aid before the payment due date will need to enroll in a payment plan or pay the balance in full at the beginning of the semester. Students who enroll in payment plans are required to continue making payments until cleared through the Financial Aid Department. Once financial aid has been processed, any overpayment or excess funds will be processed to the student within fourteen (14) calendar days from the date of disbursement.

**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**

Students that do not adhere to the [Policy Statement](#) deadline, will be charged a \$75 late fee and an Accounting Hold or Warning will be placed on their account. An Accounting Hold blocks registration, the release of transcripts, and the issuance of a diploma. An Accounting Warning allows registration, but also blocks the release of transcripts and the issuance of a diploma.

Students that have unresolved accounts after thirty days will have a hold placed on their accounts which will prevent the students from registering for future classes outside of the current semester. Students with unresolved accounts at the end of the 8-week modules will incur a \$75 late fee. Students with unresolved balances at the end of the current semester will be reported to the Registrar's Office to be dropped from future classes. 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 will notify relevant CIU personnel. Students dropped from classes due to non-payment will not be permitted to reenroll in future semesters and all campus services will be discontinued. The Financial Aid Office will be notified of those students dropped from classes due to non-payment, and required aid returns will be completed.

### Hyperlinks

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