

Policy Number: 4-103	Policy Name: Collection of Fees
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#### 4-103 Collection of Fees

- A. The universities shall collect at the time of registration, the payment or promise of payment of only those fees which are required for the proper operation of the universities and which are subject to the control of and disbursement by the universities.
  
- B.
  - 1. Each university shall establish procedures to collect outstanding obligations owed by students and former students.
  
  - 2. Each university shall maintain a system to record all delinquent financial obligations owed to that university by students and former students.
  
  - 3. Students with delinquent obligations shall not be allowed to register for classes, receive cash refunds or obtain transcripts, diplomas or certificates of degree without university approval. The university may allow students to register for classes if the delinquent obligation is \$200 or less. The university will not allow students to obtain transcripts, diplomas or certificate of degree if the delinquent obligation is \$25 or more.
  
  - 4. Unpaid obligations shall remain a matter of record until students and former students satisfy their financial obligations or until satisfactory arrangements for repayment are made with the university.
  
  - 5. The university may write off delinquent financial obligations of students according to accepted accounting principles and after appropriate collection efforts. No such write-off shall operate to relieve the student of liability for the obligation nor shall such write-off entitle the student to release of any transcript, diploma or certificate of degree or to register for further university classes, except as permitted in this policy, until such obligation is actually paid.
  
  - 6. Each university shall include this policy in its bulletin or catalog.