

Policy Title: Payment of Student Fees & Enrollment

Policy Type: Finance/Administration

New/revised: Revised

Old Policy #: 4:01:03:00

Approval level: Board of Trustees
 President
 Vice President
 Other (specify here)

Purpose: The purpose of this policy is the establishment of University policy regarding the payment of student fees and enrollment of students.

Policy:

- I. Student Fees and Enrollment
 - A. All assessed fees by the University are due and payable at the time of registration.
 1. The University may implement deferred payment plans as authorized for the student.
 - B. An applicant for admission to the University will be considered enrolled and counted as a student when:
 1. all assessed fees have been paid in cash; or
 2. all assessed fees have been paid by a personal check or credit card; or
 3. the initial minimum payment due under any deferred payment plans has been paid; or
 4. an acceptable commitment from an agency or organization approved by the institution has been received by the University.
 - C. An applicant will not be considered for admission as a student until all past due debts and obligations to the institution incurred in prior academic terms, of whatever nature, have been paid.
 1. The University has the discretion to allow enrollment when the outstanding obligation is \$200 or less.
 2. The University will continue to withhold diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts or obligations or the debts or obligations meet the criteria established in TCA § 49-9-108. See University Policy, Collection of Accounts Receivable.
 3. All outstanding debts and obligations must be fully satisfied by the 14th day purge of the semester in which enrollment with outstanding debt was allowed.
 - D. An applicant shall possess an acceptable commitment when an application(s) for financial aid has been timely submitted with the reasonable probability of receiving such.
 1. All state financial aid granted to a student shall be applied to pay maintenance fees or tuition, student dormitory or residence hall rental, board, and other assessed fees before any excess may be distributed to the student.
 - E. Agencies or organizations which may be approved by the University for purposes of making acceptable commitments for applicants shall be limited to agencies of the

federal or state governments authorized to provide financial aid, established financial institutions within the state, established in-state and out-of-state corporations which employ the applicant, foreign embassies and foreign corporations, and other organizations within the state which have previously demonstrated the ability to pay the commitment.

1. An acceptable commitment from an agency or organization shall be limited to a commitment which identifies the applicant and promises to pay all unpaid assessed fees for such applicant.
 2. No commitments from individuals will be accepted on behalf of applicants.
- F. When an applicant tenders payment of fees by means of a personal check or credit card, the applicant may be considered and counted as a student. If the payment is subsequently dishonored by the financial institution, and the payment is not redeemed in cash, the University has the option to not consider that student as enrolled for the term.
1. At the discretion of the University, the student may be considered enrolled and will be assessed the applicable returned payment fee, the applicable late registration fee, and will be denied grade reports, transcripts and future registration privileges until such dishonored payment is redeemed.
 2. Pursuant to TCA § 49-9-108, diplomas, transcripts, certificates of credit, and grade reports cannot be withheld for debts that are both less than \$25 and more than 10 years in age.
 3. The University may deny future check writing privileges to students that have paid registration fees with checks that are subsequently dishonored.
 4. The University has the discretion to allow enrollment in the following semester when the outstanding obligation is \$200 or less.
 5. The University will continue to withhold diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts or obligations or such meet the criteria established in TCA § 49-9-108.
 6. All outstanding debts must be fully satisfied by the 14th day purge of the semester in which enrollment with outstanding debt was allowed.
- G. The University may establish charges for late registration and/or payments which are returned dishonored, and such charges shall become assessed fees for purposes of admission.
- H. In accordance with these guidelines, the President has the authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances. All such actions should be properly documented for auditing purposes.