

Procedure No. 405.1

Area: Finance

Adopted: September 18, 1998

Revisions Adopted: February 3, 2017

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

SUBJECT: Payment of Tuition and Fees

Students will be required to have 100% of the current semester's bill covered by a combination of the following:

- Cash, Check, Money or Cashier Check
- Visa, MasterCard or Discover
- Awarded Financial Aid
- Established Payment Plan through the University or a University selected third party.

The bill should be paid in full by the last day of the semester

Failure to have 100% of the fees covered could result in the automatic withdrawal of the student from the current semester's classes on the 14th day.

Students may be allowed to continue throughout the semester as long as their balance does not exceed the established and published threshold (executed by Vice President of Administration and Finance) for that current semester.

Failure to pay to balance will result in

1. Transcripts will not be released until a student's account balance is brought current. (Transcripts can be released to obtain scholarships or grants in order to help student resolve or lower balance.)
2. Students degree status will not be confirmed by the University