

## Procedure No. 405.1

Area: Finance

*Original on file in the  
Office of General Counsel*

Adopted: September 18, 1998

Certified by \_\_\_\_\_

Curtis Pettis  
Vice President for Administration, CFO

Revisions Adopted: April 28, 2017; November 3, 2023

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### **SUBJECT: Payment of Tuition and Fees**

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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's check;
- Visa, MasterCard or Discover;
- Awarded financial aid; and/or
- Established payment plan through the University or a University selected third party. No more than 40% billing can be placed on a payment plan.

**The bill should be paid in full by the last banking day of the enrolled semester.**

Failure to have 100% of the fees paid in full could result in the administrative withdrawal from classes. The census date serves as the date for automatic administrative withdrawal.

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

#### **Failure to pay the balance will result in:**

1. Transcripts will not be released until a student's account balance is brought current. Transcripts will be negotiated and verified only by the Office of the Registrar if necessary in order to obtain employment, scholarships or grants for students. However, the transcript will not be released directly to the student if there is an outstanding balance.
2. Student's degree status will not be confirmed by the University if there is an outstanding balance.