

DELINQUENT TUITION/FEE POLICY

Policy:

Failure by a student to pay a financial obligation owing to the University or to any department, division, or agency thereof, will result in denial of readmission, denial of transcripts, denial of registration for ensuing terms, and withholding of diplomas. Failure to pay tuition or to arrange for a payment plan by the deadline described below will result in **administrative withdrawal from all courses and the program (dis-enrolled)**. Tuition for the entire term (RP 5.7.3) is still owed.

Procedure:

1. The initial billing statement is available on-line on the tenth day of the term. An email notification is sent to all students at their UNMC Student Email Account with a notice of a balance due. This email will direct you to log into Myrecords/PeopleSoft to access your bill. The due date recognized by the billing office is the one printed on the email notification of the billing statement. Students must make all effort to contact Student Services in advance of the deadline if they will have difficulty in paying their bill as payment plan options may be available.
2. **PLEASE NOTE! Paper billing statements are no longer mailed.**
3. Every effort is made to inform students of the due date, failure to receive a billing email notification will **NOT** be an acceptable excuse for missing the payment deadline. Also, students failing to attend class meetings does not constitute withdrawal from the class and does **NOT** eliminate the obligation to pay all tuition and related fees. Please contact the UNMC Student Services Office if you have questions, phone 402 559 4199.
4. If payment is not received, and/or a formal payment agreement* to pay tuition/fees has not been signed by the student, an email will be sent to the student's UNMC email account and a second billing statement will be sent via certified, return receipt mail, to the student's billing address as recorded in PeopleSoft (mailed to current address if billing address is empty and to permanent address if current address is empty) four (4) days after the due date for the initial billing statement. With this second billing statement, the following information will go to the student:
 - A copy of this policy
 - A copy of the Administrative Withdrawal policy
 - A statement that their Student Account has been placed on University Hold
 - A statement that this is the Final Notice
 - A statement that a late fee has been added to the bill
 - A statement that if the bill is not paid or a formal payment agreement* has not been signed by the student by the due date on the notice, the student will be dis-enrolled.
 - Students are referred to the Administrative Withdrawal Policy
5. In the case of disenrollment
 - A disenrollment letter will be sent to the student via certified, return receipt mail.
 - Copies of this letter will be sent to the respective academic dean and program director/graduate committee chairperson so that the student can be removed from

classes and program activities once the timeline for appeal has expired or an appeal has been decided

- The student will not be allowed to re-enroll during the current semester.
- Tuition and fees for the current semester are still due to the University.
- If the tuition/fees owed for the current semester (all courses) are paid along with the late fee described above and a re-enrollment fee, the student will be eligible for enrollment for the next semester at the program's discretion.
- The student must **again** pay all tuition and fees if they re-enroll in the course in a subsequent term.
- Disenrollment may affect the student's financial aid and/or ability to defer student loans.

6. Students who encounter exceptional personal challenges preventing them from meeting their financial obligations or contacting Student Services to arrange for a payment plan may appeal the disenrollment decision. Examples of issues that may be considered (among others) include:

- Hospitalization for an extended period of time between the first and second due dates
- Documented death or serious illness of a family member during the time between the first and second due dates
- Major unexpected financial obligation occurring after the start of the semester
- Students wishing to appeal their disenrollment must:
 - Pay all tuition and fees or make arrangements for a payment plan within 7 calendar days of disenrollment
 - Submit an email describing the exceptional personal challenges experienced and formally appealing the dis-enrollment to the UNMC Chancellor (or designee) within 7 calendar days of disenrollment
 - In the appeal email indicate an understanding of and an agreement to pay the late fee and the re-enrollment fee should the appeal be granted
 - Continue to attend class and/or required program activities until the outcome of the appeal is decided.
- The UNMC Chancellor (or designee) will respond to the student by email within 7 days of receipt of the email requesting an appeal.
- If the appeal is granted, the student must remit the late fee **and** the re-enrollment fee to UNMC within 3 business days of the Chancellor's (or designee) sending of his/her response to the student's UNMC email account.

7. UNMC students who are registered on another University of Nebraska campus may be subject to other campus fees and procedures. See the respective campus website for current policies and procedures.

8. In the event that your check is returned unpaid for insufficient funds, we may re-present your check electronically. In the ordinary course of business, your check will not be provided to you with your bank statement, but a copy can be retrieved by contacting your financial institution. Accounts paid by check returned unpaid for insufficient funds will be determined delinquent as of the time of the original submission of the check (See Insufficient Funds policy - <http://www.unmc.edu/media/student-services/docs/insufficient-funds-policy.pdf>).

*A formal payment agreement will not be considered for students who receive adequate financial aid dollars to cover the entire bill for tuition and fees. A formal payment agreement constitutes a written document signed by the student which would include the total amount owed and a schedule of payments not to exceed the length of the term. No modifications can be made in this agreement. Student cannot miss or be late with a scheduled payment, or they will be subject to disenrollment as described above.

Reference:	RP 5.3.1, RP 5.7.3
Policy Adopted:	BRUN, Minutes, 45, p. 326 (May 16, 1981) BRUN, Minutes 38, p. 108 (April 19, 1975)
Policy Revised:	March, 2009, April, 2013, March, 2014
Approved by:	Dr. Jeffrey Gold
Responsible Reviewer:	Joan Hill, Student Financials, Education Council
Reviewed:	Every three years