

# General Information

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## Billing, Payment Due Dates, and Service Fees

- Electronic billing statements are available to students on or about the 15th of each month via the University's secure myState portal. Students will receive a monthly email notification that their account has been billed. These statements contain a monthly summary of charges and credits to the student's account.
- Regular monthly payment due dates are the 9th of each month.
- The student's account will be assessed a monthly 1.5% service fee on any billed charges outstanding beyond the payment due date.
- Service charges, as well as an "Account Services Hold", may be avoided by paying the full account balance each month by the due date.

## Unpaid Balances From Prior Semesters

- Any outstanding and past due amounts owed to the University must be paid in full before a student may register for additional courses or make schedule changes.
- All payments received on student accounts will be applied to charges in the same order in which the charges were incurred.
- A student who has a hold on his/her record because of an overdue account may not receive a transcript or a diploma until the account has been paid to current status.
- Per federal financial aid regulations, prior aid year outstanding charges cannot be paid with current aid year financial aid.

## Overdue Account Restrictions

- The administrative authorities of the University may withhold the transcripts and diplomas, degree certification, letters of good standing, and other certification of enrollment and deny readmission of any student who has an over-due financial obligation to the University.
- The student's records may be cleared and a diploma or transcript released when the indebtedness is paid in full.
- If a financial hold is released based upon a financial agreement and the terms and conditions of that agreement are not met, we reserve the right to void the current term class schedule without notice and without promise of reinstatement of the same class schedule.

## Attorney and Collection Fees

- Student accounts remaining unpaid by the end of the term may be turned over to an external agency for collection.
- Up to 33.3% collection fees may be added to the amount owed by the student if placed with an external collection agency.
- If an attorney's services are needed, the student shall be responsible for payment of the attorney's fees plus all court and other collection fees incurred.