

**BOARD POLICY****No. 309**

---

TITLE: Tuition Payment Plan  
DATE ADOPTED: February 27, 2019  
EFFECTIVE DATE: February 27, 2019  
SUPERSEDES: April 21, 1992

---

**PURPOSE:**

The tuition payment plan allows students to pay their bill in smaller installments, making it more affordable and convenient than making one lump-sum payment. Payment plans are offered for current term bills as well as for past due balances. Enrolling in a payment plan for past due balances may prevent accounts from going to a collection agency.

**POLICY:**

A payment plan for a current term must be established online through student self-service. Current term payment plans can be established for any current student with a balance of \$200 or greater in a given term, including those whose balances arise after awarding of financial aid. A non-refundable service charge must be paid upon establishment of the plan. Past due payment plans may be established in consultation with the Office of Student Accounts. Defaulting on a payment plan may result in an inability to register or access official transcripts.

**AUTHORITY:**

Permission to establish payment plans to support student affordability is granted to the chief student affairs and enrollment officer or his/her designee by authority of the Board of Trustees.

---

President

Date:

---

Chairman

Date: