

UNIVERSITY of



DAYTON

## Charges to Student Accounts

Effective Date: March 23, 2016

Approval: March 23, 2016

Maintenance of Policy: Office of Student Accounts

**PURPOSE:** To ensure that charges to student accounts are appropriately authorized and approved, and that student account balances and billing are maintained in an accurate and timely manner.

**SCOPE:** All University Departments and all University enrolled, former, or inactive students.

**POLICY:** Only charges that have an approved Banner billing detail code are permitted to be posted in a student account.

All types of student account charges (tuition, room, board, etc.) must be approved in advance by the Senior Vice President and Provost and the Vice President for Finance and Administrative Services before a Banner billing detail code will be assigned or created.

The Office of Student Accounts (Bursar) is responsible for creating and maintaining all Banner billing detail codes and will require the approval of the Provost or Vice President for Finance and Administrative Services before building any new Banner billing detail codes.

All charges that are to be posted to student accounts must be posted in coordination with the Office of Student Accounts. The Office of Student Accounts will coordinate with other units on campus (e.g., UDIT, Provost or Dean's Offices, etc.) to ensure that charges are correctly applied to student accounts.

The Office of Student Accounts is responsible for periodically reviewing and validating Banner detail codes for billing. Any charge in Banner detail codes used for billing must be approved by the Office of Student Accounts.

### REFERENCE DOCUMENTS:

1. Student Housing Contract
2. Collection of Past Due Student Accounts
3. Refunds for Student Withdrawals
4. Dining Service Policy
5. Payments and Penalties for Student Accounts

### POLICY HISTORY:

Approved in Original Form  
March 23, 2016