



Collection of Past Due Student Accounts

Effective Date: December 6, 1993

Approval: March 23, 2016

Maintenance of Policy: Office of Student Accounts

PURPOSE: To minimize and/or eliminate past due balances on student accounts.

SCOPE: All currently enrolled, former, or inactive students

POLICY:

The Office of Student Accounts is responsible for collecting all past due accounts.

The University of Dayton will use all reasonable and customary means to collect past due balances on student accounts. This includes but is not limited to: phone calls from Office of Student Accounts staff, letters, e-mails, third party collection agencies, and legal actions as may be necessary under certain circumstances.

All payments are due each term by the indicated due date as established by the University. Payment of the entire balance is due by the indicated due date unless alternative payment arrangements have been made as part of a formal payment plan, either administered by the University or by its third party payment plan provider. All payment arrangements for past due amounts for any outstanding balance must be approved by the Office of Student Accounts or his/her designee.

The University reserves the right to withhold transcripts or diploma, cancel participation in graduation ceremony, and/or prohibit registration for any student with a past due balance. The University may, but is not required to, permit registration for a student with a past due balance if such student has agreed to and is current on a payment plan to remedy his/her past due balance.

A registration hold for non-payment will be used to restrict registration for all enrolled student accounts that are not current, and may only be released if approved by the Office of Student Accounts or his/her designee, through payment of all past due amounts, or through agreement of the account holder to a formal payment plan.

REFERENCE DOCUMENTS:

1. Payment and Penalty for Student Accounts
2. Charges to Student Accounts

POLICY HISTORY:

Approved in its original form:
December 6, 1993;

Approved as Amended:
December 11, 1995;

Approved as Amended:
July 24, 2000

POLICY (continued):

The University will consider an account current if payments are made in accordance with an agreed upon payment plan, so long as payments are received in accordance with the minimum balance due amounts on the student statement when paid by established due dates.

Late Fees/Service Charges

The University reserves the right to charge interest, past due service charges, or any other charges allowable by law in the collection of past due accounts.