



Payments and Penalties for Student Accounts

Effective Date: December 6, 1993

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. The Office of Student Accounts will determine appropriate corrective measures for delinquent student accounts.

SCOPE: All currently enrolled, former, and inactive students.

DEFINITIONS:

Financial Good Standing: For purposes of this policy, financial good standing includes either a current student account (with no past due amounts) or a student account with a past due amount, provided an authorized payment plan is in place and on file with the Office of Student Accounts.

POLICY:

Payment of Charges

All tuition, room and board, and/or any other charge posted to a student account must be paid in full prior to the start of each term, unless the student enters into a payment plan with the Office of Student Accounts. Students in good financial standing may pay fall or spring term charges in installments under a University payment plan so long as they file an authorized credit agreement in the Office of Student Accounts. Due to the short length of the summer term, the University will not offer installment payment plans for any summer term.

The University reserves the right to charge a finance charge under any installment payment plan (as permitted under applicable Federal and State of Ohio law).

REFERENCE DOCUMENTS:

1. University of Dayton Student Housing Contract
2. University of Dayton Collection of Past Due Student Accounts
3. University of Dayton Refunds for Student Withdrawals
4. University of Dayton Charges to Student Accounts
5. University of Dayton Dining Services Policy

POLICY HISTORY:

Approval as amended
March 23, 2016

Approved as amended
July 24, 2000

Approved as amended
December 11, 1995

Approved in its original form
December 6, 1993

POLICY (continued):

The University will accept electronic authorization of a payment plan as permitted by law, and such electronic authorization will be deemed to have the same effect and legal enforceability as manually signed agreements.

Payment may be made by cash, check, electronic check, money order, ACH, wire transfer or by major credit card. The University reserves the right to charge, or allow its credit card processing vendor to charge additional fees for any payment made by credit card or wire transfer. Payments may be made in person to the Office of Student Accounts or by mail to the payment address specified by the University. Payments must be in the possession of the University by the indicated due date to be considered timely.

Late Fees/Service Charges

The University reserves the right to charge late fees and interest on any amounts that are not received by the due date. Such late fees and interest charges may be changed from time to time by the University upon approval of the Treasurer.

Penalties for Delinquent Student Accounts

Students with student accounts that are financially delinquent, and for which no confirmed repayment arrangements have been made with the Office of Student Accounts, are subject to penalties and loss of certain privileges including loss of registration status. Students with delinquent accounts are not permitted to register for classes, not permitted to live in University controlled housing, and not permitted to participate in University dining or meal plans.

The University will notify students if they are in violation of this policy and will provide them reasonable time to rectify the situation. The amount of time given to resolve any violations will be determined by the University at its sole discretion on a case by case basis.

If the student must be removed from housing, he/she must leave the premises by the established deadline. Otherwise, the University reserves the right to use all reasonable means to evict or otherwise restrict non-authorized residents from accessing University controlled housing.