640 Payment of Student Fees and Enrollment

Approved by President ________________________________
Sidney A. McPhee, President

Effective Date: __, 2017

Responsible Division: Business and Finance
Responsible Office: Business and Finance
Responsible Officer: Associate Vice President, Business and Finance

I. Purpose

This policy establishes the process for payment of Middle Tennessee State University (MTSU or University) student fees and enrollment of students.

II. Definition

Student Fees. All assessed tuition, fees, room, and board.

III. Student Fees and Enrollment

A. All student fees (fees) are due and payable at the fee payment deadline.

1. An installment payment plan is allowed under Policy 644 Installment Fee Payment Program.

2. Veterans and dependents of one hundred percent (100%) service-connected disabled veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in T.C.A. § 49-7-104, as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested.

B. An applicant for admission to MTSU will be considered enrolled and counted as a student when:

1. all fees have been paid in cash; or

2. all fees have been paid by a personal check or credit card; or,
3. the initial minimum payment due under any installment payment plans has been paid; or,

4. an acceptable commitment from an agency or organization, as outlined in Section III.E. of this policy, has been received by MTSU.

C. An applicant **may not be enrolled** as a student until all past due debts and obligations incurred in prior academic terms, of whatever nature, have been paid.

1. Enrollment will be allowed when the outstanding obligation is two hundred dollars ($200.00) or less for currently enrolled students.

2. Diplomas, transcripts, certificates of credit, or grade reports will continue to be withheld until the student involved has satisfied all debts or obligations, or the debts or obligations meet the criteria established in T.C.A. § 49-9-108. See Policy 646 Collection of Accounts Receivable.

3. All outstanding debts and obligations must be fully satisfied by the 14th day purge of the semester in which enrollment with outstanding debt was allowed.

D. An applicant shall possess an acceptable commitment when an application(s) for financial aid has been timely submitted with the reasonable probability of receiving such.

All state financial aid granted to a student shall be applied to pay maintenance fees or tuition, student dormitory or residence hall rental, board, and other assessed fees before any excess may be distributed to the student.

E. Agencies or organizations for purposes of making acceptable commitments for applicants shall be limited to agencies of the federal or state governments authorized to provide financial aid, established financial institutions within the state, established in-state and out-of-state corporations which employ the applicant, foreign embassies and foreign corporations, and other organizations within the state which have previously demonstrated the ability to pay the commitment.

1. An acceptable commitment from an agency or organization shall be limited to a commitment which identifies the applicant and promises to pay all unpaid assessed fees for such applicant.

2. No commitments from individuals will be accepted on behalf of applicants.

F. When an applicant tenders payment of fees by means of a personal check or credit card, and the payment is subsequently dishonored by the financial institution, payment must be made with a cashier’s check, money order, or cash, within five (5) days, or the University may not consider that student enrolled for the term.
1. The student will be assessed the applicable returned payment fee, the applicable late registration fee, and will be denied grade reports, transcripts, and future registration privileges until such dishonored payment is redeemed.

2. Pursuant to T.C.A. § 49-9-108, diplomas, transcripts, certificates of credit, and grade reports cannot be withheld for debts that are both less than twenty-five dollars ($25.00) and more than ten (10) years in age.

3. Future check writing privileges to students who have paid registration fees with checks that are subsequently dishonored will be denied.

4. While MTSU has discretion in how these situations will be handled, all students must be treated the same.

G. MTSU is authorized, subject to approval by the Board of Trustees, to establish charges for late registration and/or payments which are returned dishonored, and such charges shall become assessed fees for purposes of admission.

H. In accordance with these guidelines, the President has the authority to determine the applicability of certain fees (as defined in Policy 641 Student Fees-Incidental Charges and Refunds), fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances. All such actions should be properly documented for auditing purposes.

Forms: none.

Revisions: June 5, 2017.

References: Policies 641 Student Fees-Incidental Charges and Refunds; 644 Installment Fee Payment Plan; 646 Collection of Accounts Receivable; T.C.A. § 49-9-108.