

KENTUCKY WESLEYAN COLLEGE
Policy & Procedure Manual

REGISTRATION HOLDS FOR STUDENTS WITH DELINQUENT ACCOUNTS

Approval: President

Policy Type: College

Policy Owner: Vice President of Finance

Responsible Office: Business Office

Revision History:

Approval Date: Aug. 2016

Reviewed/Modified: Aug. 2018, Apr. 2021

Next Review: June 2023

Purpose: Clearly describe the procedures for determining how students with delinquent accounts from a prior semester will be handled in terms of registering for the next semester. The goal of the policy is to prevent students from accumulating delinquent balances affecting more than two terms.

Policy

Payment of Tuition and Fees

Students receive a detailed invoice approximately three weeks prior to the start of classes. The College offers three payment options:

A. **Semester payment** - Full payment of the semester charges, no finance charges are incurred if received in the Cashier's Office on or before the first day of class. Cash, check, money order, ACH & major credit card payments are accepted. Convenience fee for card payments will apply. On line payments can be made at <https://kwc.edu/bill-payment/>

B. **Monthly payment plan** – External tuition financing, plans are available to assist students and families in meeting educational expenses by offering a low-cost, interest-free payment plan for the fall and spring semesters only. To take advantage of this plan, simply go to <https://mycollegepaymentplan.com/kwc/> for more information or to complete your enrollment. Payment plan enrollees will make monthly payments directly to the payment plan company per their guidelines. Students who fall behind in two monthly payments will be subject to plan cancellation and the account will be re-classified as following the Deferred Payment process.

C. **Deferred payment** – The total balance is due by the mid-semester date. A 1% monthly financing fee (assessed and posted monthly) is charged to ALL outstanding balances except for the months of August and January. Any balance due after the mid-semester date is classified as delinquent. Current transcripts are not permitted to be issued for a delinquent account of any amount. Delinquent accounts will also cause cancellation of registration for future terms

If internal collection efforts are unsuccessful, professional external collections agencies will be utilized and students will be responsible for all interest, collection, legal fees and attorney costs incurred.

Paying Prior year Charges with Federal Student Aid Funds

Federal Student Aid (FSA) funds may only be used to pay for the student's costs for the period for which the funds are provided. However, a school may opt to use current-year funds to satisfy prior award year charges for tuition and fees, room, or board (and with permission, educationally related charges) for a total of not more than \$200. A school may not pay prior year student charges in excess of \$200 with FSA funds.

Process for Placing Registration Holds for Students with Delinquent Balances

Students with a delinquent balance (balance still due after mid-semester date) from a prior term and who completed a Delinquent Student Account Balance Payment Terms form for the current term will:

1. Have account monitored for payment compliance during the term
2. Have a Business Office Registration Hold placed on their account-3 weeks prior to registration start.
3. Have the Registration Hold removed provided the Student has paid in full the prior term's delinquent balance prior to the day before the following term's registration period begins.

Approximate Dates for registration periods:

During Fall term –Spring Registration begins (typically mid-Oct)

During Spring term –Summer and Fall Registration begins (typically mid-March).

Student Notification:

Students will be notified of the registration hold policy via the policy published in the annual *Academic Bulletin*