

KENTUCKY WESLEYAN COLLEGE
Policy & Procedure Manual

REGISTRATION OF 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 will be handled in terms of registering for the next semester

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 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 are 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 Registering/Cancelling Registrations for students with Delinquent Balances

Students with a delinquent balance (balance still due after mid-semester date) **will have a transcript hold placed and will be allowed to register for the next upcoming semester, but that registration will be cancelled three weeks prior to the first day of class of the upcoming semester unless:**

1. The delinquent balance is paid in full by that time
2. The delinquent student account balance has been reduced to \$1,000 or less and by doing so assumes responsibility to pay the remaining balance in full by Mid-Term of the upcoming semester or
3. Additional financial aid has been awarded and accepted to cover the entire balance.

Approximate dates registrations are cancelled for student accounts with delinquent balances:

Aug. 1 for fall term
Dec. 15 for spring term
April 21 for summer term

Student Notification:

Students will be notified of registration holds due to balances via email by CARES Team members

TALKING POINTS for STUDENTS WITH DELINQUENT BALANCES

1. You can register
2. A transcript hold will be placed due to a delinquent balance owed on your account
3. To prevent your next term's registration from being cancelled three weeks before the beginning of next term you *MUST*:
 - a. Pay your balance in full
 - b. Reduce your balance to \$1000 prior to three weeks before the beginning of the next term (and by doing so assume responsibility to pay the remaining balance in full by Mid-Term of the upcoming semester) or
 - c. Obtained and have additional- financial aid verified to cover the entire delinquent balance.