



**Revision to the Policy on Payment of Tuition and Fees
(Senate Document #19-20-09)**

Academic Procedures & Standards (APAS) Committee | Chair: William Reed

Senate Chair Lanford and the Senate Executive Committee request that the Academic Procedures & Standards (APAS) Committee review the attached proposal entitled, *Revision to the Policy on Payment of Tuition and Fees*.

The APAS Committee should:

1. Review the University System of Maryland (USM) Policy on Payment of Tuition and Fees ([VIII-2.20](#)).
2. Review the University of Maryland, College Park Policy Concerning Payment of Tuition ([VIII-2.20\[A\]](#)).
3. Review similar policies or procedures on tuition and fees at Big 10 and other peer institutions.
4. Consult with the proposer.
5. Consult with a representative of Student Financial Aid.
6. Consult with a representative of Student Financial Services and Cashiering.
7. Consult with a representative of the Office of the Registrar.
8. Consider whether the current policy aligns with the USM policy and current University practices.
9. Consider whether specific information regarding payment of tuition and fees should be included in the policy or as separate procedures/guidelines.
10. Consult with a representative of the Office of General Counsel on any proposed changes to the University's policy.
11. If appropriate, recommend whether the University of Maryland, College Park Policy Concerning Payment of Tuition (VIII-2.20[A]) should be revised.

We ask that you submit a report to the Senate Office no later than **January 15, 2020**. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

**Revision to Policy on Payment of Tuition and Fees**

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UNIT	Office of the Controller	CONSTITUENCY	

DESCRIPTION OF ISSUE

During the recent State Legislative Audit, we identified the UMCP Policy on Payment of Tuition and Fees (VII-2.20) contradicts USM Policy and current UMCP Practices. Specifically, the UMCP Policy states that UMCP does not accept installment plans. UMCP has two methods of installments plans. Through the use of a third party vendor and private non-standard payment arrangements made between the Office of Student Financial Services & Cashiering and students.

The objective of this policy change is to provide an administrative update to an outdated policy.

DESCRIPTION OF CHANGE YOU WOULD LIKE TO SEE

See the attached Draft policy with updated changes.

SUGGESTION FOR HOW YOUR PROPOSAL WOULD BE PUT INTO PRACTICE

Policy change would reflect current practices.

ADDITIONAL INFORMATION

N/A

VIII-2.20(A) University of Maryland POLICY CONCERNING PAYMENT OF TUITION AND FEES

(Proposed changes as of 2/12/19)

Policy

- A. Tuition and fees are due in full on or before the due date stipulated on the generated account billing. If the total amount of Financial Aid, loans, and other assistance is not sufficient to pay the entire amount due, the student must pay the difference by the due date, except for the specified amounts covered under the following exceptions:
 - a. Financial aid awarded by the institution that has been approved but is not yet disbursed;
 - b. An approved and certified by the Office of Financial Aid private student alternative loan;
 - c. Third-party student support contracts that have been officially approved by the Office of Student Financial Services & Cashiering.
 - d. Official enrollment in the Terp Payment Plan by the student or authorized party (typically a parent or guardian).
 - e. Approved and school certified Chapter 33 VA benefits
- B. Outstanding past due balances above \$100 will result in continuing late fees or penalties.
- C. Outstanding past due balances above \$250 will result in account holds preventing future course registration and loss of other university services.
- D. Financial obligations include but are not limited to tuition, fees, room, board, health insurance, parking permits, library fines, parking citations, penalty fees and service charges.
- E. At the discretion of the Office of Student Financial Services & Cashiering students with outstanding prior term past due balances who have not made a satisfactory payment agreement of their accounts may:
 - f. Have current registrations cancelled
 - g. Be prohibited from current term course additions and future term registrations
 - h. Be denied university services including the requests for issuance of degrees, diplomas, certificates, or official transcripts of records to students
 - i. Any payment agreement approved by the Office of Student Financial Services & Cashiering with a past due account debtor will be documented internally with the terms of the agreement along with any account allowances or punitive actions that may be taken.
- F. Students removed from housing because of delinquent indebtedness may be required to reapply for housing after they have satisfied their financial obligation.
- G. The State has established, under legislative mandate, a Central Collections Unit (CCU) within the Department of Budget and Fiscal Planning. The University is required by State law to refer all delinquent accounts to the State Collections Unit. CCU adds a collection fee not to exceed 20% of the outstanding balance of the account at time of transfer, and the debt may be reported to the credit bureaus.