



ORDER # 102

REGARDING THE APPLICATION OF LATE FEES TO STUDENT ACCOUNTS AS A FINE

- **BASED ON CURRENT REGISTERED STUDENTS**
- **PROTOCOL FOR THIS ADMINISTRATIVE ACTIVITY**
- **USING THE ACADEMIC CALENDAR**

With this Order the University agrees all students must be current in their financial responsibilities for payment of TUITION and FEES to the University. The University will define "current and not owing any outstanding amount" as:

- Fully paid
- Paid or Scheduled to be paid appropriately by installment secondly before the end of the 5th week and thirdly before the end of the 9th week of the semester
- Contract Executed by Third Party for Payment
- Excluded as a result of International Agreement or Memorandum of Understanding executed by appropriate authority*
- Excluded as a result of Employee or Other Agreement executed by appropriate authority*
- Excluded due to Scholarship or Financial Aid Support Awarded but not yet applied to the student's account
- Exclude Programs which are managed for tuition and fee payment by EEC
- Financial Aid is responsible for Individual Payment Plans and presentation of them
- Corporate Development is responsible for presentation of Trilateral Contracts
- International Office will provide any and all Agreements for International Exchange
- HR will provide documentation for any and all Employee Benefit Support or Waiver

Fall Semester and Spring Semester Students who are registered for any classes and have a debt outstanding shall be fined a late fee if they do not fall into the above-listed categories.

- Students will be warned the beginning of the **fifth week** of the semester; the late fine will be charged to all who are not current and fully paid or with appropriate clearance, as per the above-listed categories.
- The Late Fine will be applied to all accounts not found to be current and which are owing any outstanding amount, as per the above standards, on Tuesday of the sixth week of classes.
- This same process will be followed at the beginning of the **ninth week** of both the Fall and the Spring Semesters when all payments for both of those Semesters are to be finalized by individuals with the fine being levied on Tuesday of the tenth week.

- The Late Fine will be defined in the listing of Tuition Fees and Fines Annually.


The Office of the Registrar will be responsible for communicating the upcoming distribution of fines with students and coordinating with (should there be need) the Offices of the President, Financial Aid, Corporate Development Department, International Relations, Academic Affairs and Administration, Finance and Accounting the application and reconciliation of all individual Student Accounts.

Summer Semester Students who are registered for any classes are required to pay all outstanding tuition and fees at the beginning of that semester and may only carry forward a balance due if there is:

- A Third Party Agreement to cover all outstanding tuition and fees by the close of the semester
- The Remaining Portion Due or all of their Tuition and Fees are covered as a result of International Agreement or Memorandum of Understanding executed by appropriate authority*
- A Remaining Portion Due or all of their Tuition and Fees are covered under Employee or Other Agreement executed by appropriate authority*
- A Portion or all of their Tuition and Fees are covered by Scholarship or Financial Aid Awarded by not yet applied to the student's account

Questions or concerns about Late Fines charged should be addressed to the Chief Accountant

Weekly reconciliations of student accounts will be accomplished between the Student Records on the SQL Server and 1C in Accounting



Bettina Sawhill Espe,

Vice President, Administration and Finance

September 20, 2012

*Per Orders #33 and #34, Dated March 15, 2012, Signed by Dr. Chan Young Bang