

SECTION: 4.0 Administrative

SUBJECT: Student Payment Plan Contracts

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**Background:** This policy is provided to summarize the accounting policies and practices followed at Lewis-Clark State College in regards to payment plan contracts and the deferment of student account balances. Student Accounts now resides in Student Affairs and, hence, the Vice President for Student Affairs has been designated as an approver for policy exceptions. The policy has further been updated to reflect current practice (i.e., requiring a lower down payment and using financial and scholarships as part of that payment).

**Point of Contact:** Student Account Services

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** N/A

**Date of approval by LCSC:** January 28, 2020

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 1/2020

**Summary of Major Changes incorporated in this revision to the policy:** Minimum down payment requirement for fall and spring semesters reduced from 50% to 34% and can be paid with specific types of financial aid (section 2.F and 2.G).

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**Policy:**

It is the policy of the institution that all fees billed to the student account are due and payable by the fifth official day of the fall and spring semesters. For summer session, all fees billed to the student account are due and payable on or before the first day of the first session for which the student is enrolled. Payment plan contracts may be available for eligible students for up to 100 percent of the fees billed to their student account each semester.

1. Student eligibility will be subject to the following:
  - A. Current students who have no current or historical institutional delinquencies or debts.
  - B. International students, as a condition of their student visa, are required to provide proof of sufficient funding to support the costs associated with their enrollment at Lewis-Clark State College. Therefore, payment plans will be offered at the discretion of the Director of Student Account Services or Vice President for Student Affairs.
  - C. Dual Credit students are not eligible due to their discounted fees.
  - D. Prior students who incur a debt resulting from an official or unofficial withdrawal from the institution may be offered a short-term payment plan as long as the debt can be fully repaid within an allowable timeframe.

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- E. Exceptions may be made at the discretion of the Director of Student Account Services or the Vice President for Student Affairs.
2. Students allowed to defer payment of fees will be subject to the following:
    - A. All approved payment agreements must be evidenced by a signed payment plan contract.
    - B. An administrative service charge will be assessed, if applicable.
    - C. Late fees are assessed if students fail to comply with the terms of their contract and the entire balance becomes due and payable.
    - D. Exceptions to payment plan terms can be made at the discretion of the Director of Student Account Services or Vic President for Student Affairs.
    - E. Terms for Fall and Spring Semesters
      1. A down payment of at least 34% of the total charges in addition to all applicable service charges must be paid by personal, federal financial aid, or scholarship funds by the later of the fee payment deadline or date the contract is signed.
      2. Tuition and fee waivers that reduce the total charges cannot be used to satisfy the down payment requirement.
      3. The balance deferred is due in predefined installments typically within 60 days of the first day of the semester. Standard due dates are established each semester at the beginning of the academic year.
    - F. Terms for Summer Semesters
      1. A down payment of at least 50% of the total charges in addition to all applicable service charges must be paid by personal, federal financial aid, or scholarship funds by the later of the fee payment deadline or date the contract is signed.
      2. Tuition and fee waivers that reduce the total charges cannot be used to satisfy the down payment requirement.
      3. The balance deferred is due in one subsequent installment typically by the midpoint of the longest session for which the student is enrolled.
    - G. Terms for Special Programs
      1. As special programs that are not regularly offered by the institution are developed, the Director of Student Account Services and Vice President for Student Affairs will establish payment plan terms that best meet the needs of applicable programs and the institution.
  3. Failure to comply with the terms of the payment plan contract may result in the following actions:

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- A. Holds may be placed on all academic records.
  - B. Registration for future semesters may not be permitted.
  - C. All future payment plan privileges may be revoked.
  - D. Food service may be interrupted if the contract includes housing or meals.
4. In the event that a hold is placed on a student's records for non-payment of fees, an administrative charge will be assessed. Should it become necessary to employ the services of a collection agency, all collection costs will be added to the outstanding obligation. Except in extreme situations, it is not the policy of Lewis-Clark State College to pursue litigation directly. However, any account that is transferred to a commercial collection agency may be litigated at the request of the collection agency.