



**Minnesota State Colleges and Universities
System Procedures
Chapter 5 – Administration
Procedures associated with Board Policy 5.12**

5.12.3 Tuition and Fee Payment Due Date

Part 1. Authority. Board Policy 5.12 authorizes colleges and universities to establish a due date for final payment of tuition and fees and set other procedures that ensure accountability and accurate reporting.

Part 2. General. General provisions for canceling the registration for students are authorized by Board Policy 5.12. Board Policy 5.12, part 3 requires accountability and reporting for refund, drop, withdrawal, nonattendance, and waiver activity. This accountability requirement extends to both the financial and statistical reporting of colleges and universities. Each college and university has an obligation to implement and follow sound business practices to conserve financial resources and protect financial assets.

Part 3. Registration Cancellation for Nonpayment of Tuition and Fees. Tuition and fees shall be paid in full by the college's or university's tuition and fee payment due date, which will be no later than the 5th business day of the term.

Subpart A. Payment in full. Payment in full shall be through any appropriate combination of 1) cash, check, or credit card; 2) financial aid applied to tuition and fees; 3) an approved tuition and fee payment plan 4) an approved deferral; or 5) an approved waiver such that the combined total is at least equal to the amount of tuition and fees owed.

For purposes of determining "financial aid applied to tuition and fees," the system will look to students' properly completed FAFSA filings as received by the college or university from the U.S. Department of Education, coupled with actual student course registration. This definition is an interim measure that will be followed until such time as the system can develop a timely process to utilize actual financial aid awards. Those colleges and universities that currently apply or are able to develop a more precise financial aid standard, up to and including use of financial aid awarded, are encouraged to do so during this interim period.

Subpart B. Registration Cancellation. Colleges and universities shall cancel student registration for nonpayment from all credit courses where payment in full as defined above has not been received by the college or university tuition and fee payment due date. The tuition and fee payment due date shall be set for a date no later than the 5th business day of the term.

All students registering for credit courses between a college's or university's tuition and fee payment due date and the end of the 5th business day of the term are required to meet

payment in full standards upon registration or the students' registration will be cancelled for nonpayment no later than the 6th business day of the term. Additional registration cancellations may be processed after the 5th business day of the term to address nonpayment for credit course registration subsequent to the 5th business day of the term.

Date of Implementation: 08/15/06,

Date of Adoption: 05/16/06,

Date and Subject of Revision: