

SECTION: 4.0 Administrative

SUBJECT: Student Payment Plan Contracts

Background: This policy is provided to summarize the accounting policies and practices followed at Lewis-Clark State College in regards to payment plan contracts for student fees and housing charges.

Point of Contact: Controller's Office

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

Date of approval by LCSC: February 11, 2016

Date of State Board Approval: N/A

Date of Most Recent Review: 2/2016

Summary of Major Changes incorporated in this revision to the policy: Down payment increased from 40% to 50% (section 1.C.) to reflect current practice.

Policy:

It is the policy of the institution that all registration, tuition, housing and food service fees are due and payable by the fifth official day of the fall and spring semesters. For summer session, all registration fees are due and payable on or before the first day of the student's first class session. Payment plan contracts may be available for registration fees, as well as campus housing and meals. Students who have no delinquent accounts with the College and have not defaulted on previous financial obligations incurred at the College may be eligible for a payment plan. International students are not eligible for payment plans because, as a condition of their student visa, they provided proof of bank funds, sponsorship, or scholarship sufficient to support their entire course of study prior to enrolling at Lewis-Clark State College.

1. 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 based upon the amount of the contract.
 - C. Generally, 50% of total charges in addition to the service charge must be paid at the time the payment plan contract is signed.
 - D. The balance owing after the initial payment is generally payable in two equal installments, due approximately 30 and 60 days later. Standard due dates for each semester are established at the beginning of each school year.
 - E. Late fees are assessed if students fail to comply with the terms of their contract and the entire balance becomes due and payable.
 - F. For summer sessions, 50% of the total charges in addition to the service charge must be paid at the time the payment plan contract is signed. The balance owed is payable in one subsequent payment.

2. 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.
3. 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.