



Administration and Finance

Policy No: 3951

Policy Name:
Payment of Tuition and Fees

Effective Date:
April 3, 2007

Policy:

Tuition and fees are due and payable in full on or before the due date on the semester bill.

Revision Date:
June 1, 2016

If payment is not received by the due date, the outstanding balance will be subject to a late fee of 5% to a maximum of \$100.00.

Approved by:
Susan McKecknie
Controller
Financial Services

Failure to bring an account current, including payment of the late fee, will result in the non-issuance of transcripts and diplomas. Any balance greater than \$55 will result in a lock on registration, precluding the student from registering for subsequent semesters.

In addition, at the discretion of the Deans:

- The student can be barred from attending classes.
- The student can be required to repeat courses for credit, or no grade will be recorded for the courses attempted.

Approval Date:
May 26, 2016

Definitions and Terms:

Financial Aid – Loans, grants, and scholarships awarded by the University.

Tuition Remission – University employee benefit payment of tuition.

Third Party Contract – Written agreement by an employer authorizing the University to bill all or part of a student's charges directly to that employer. Must be based on registration only, and be payable upon receipt of an invoice.

Other Internal Payments – Payment of any part of a student's semester bill by a non-financial aid project. (I.e. Training Grants or discretionary funds.)

Refer Questions to:

Bursar
Student Accounting
410-706-2929

Purpose:

To provide the campus with the officially sanctioned policy for the payment of tuition and fees; and the penalties for non-compliance.

Restrictions and Exclusions:

Tuition and fees are due and payable in full on or before the semester bill due date, except under the following circumstances:

- When a student has made timely application for financial aid and an award has been offered to the student by the Office of Student Financial Aid. If financial aid awarded is not sufficient for the total amount of the bill, the student is responsible for paying the difference on or before the due date.
- Student Loans have been awarded and necessary applications completed by the student, but funds have not been disbursed by the lender.
- The student has submitted a Third Party Contract. In this case, the student is responsible for any amounts not covered by the document of support. However, if the sponsor fails to pay after repeated billings, responsibility for payment will revert to the student.

USM Board of Regent's
Policy Reference:
N/A



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- If the student contracts for the Installment payment plan, 1/3 of the tuition plus the administrative fee is due on the original due date, and the remaining 2/3's is divided into two equal monthly payments. (See PROCEDURE for Installment Plan below)
- In accordance with Maryland HB1014, an individual with an unpaid balance of \$250 or less on a student account will be allowed to register for courses if the individual settles the balance on the student account by the end of the late registration period for the next semester. For a student with an unpaid balance of more than \$250, the student will be allowed to register for courses if the student enters into an installment payment plan before the end of the late registration period for the current semester. The installment plan must require the individual to make payments to settle the unpaid balance on the student account by the agreed - on date.

Responsibilities:

N/A

Procedure:

- Methods of Payment
 1. In person at the cashier's office; by cash, check, debit card, or money orders.
 2. On-line at the web address referenced on the bill or through the link on the web-based student data system and the Student Accounting homepage; either by credit card or through a checking account.
 3. By mail to the lock box referenced on the bill; by check or money order.
 4. Payment may also be made by Financial Aid, Tuition Remission, Third Party Contract, or Other Internal Payments. (see forms section below)
 5. By installment. (see procedure below)
- Installment Payment Plan
 1. On or before the due date, the student will complete an agreement to pay the balance due in three equal installments: one third plus the processing fee on the original due date of the bill, and the balance in two succeeding thirty-day installments.
 2. There will be a per-semester administrative charge of \$10.00 added to the amount due. A \$25.00 late fee will be charged for any installment not paid by the due date. If the installment payment is not received within 10 days after its due date, the total remaining balance becomes due and additional late fees will be charged in the amount of 5% of the outstanding balance to a maximum of \$100.00.

Forms:

- Tuition/Fees/Insurance Payment by Grant Funds.
- Tuition/Fees/Insurance Payment by Revolving or Discretionary Funds.
(Both forms can be accessed on the Financial Services website.)