

PINE TECHNICAL COLLEGE

Policy and Procedure

Policy Number: 407 REV 3 Date: 09/05/00 Revision Date: 6/19/02, 4/21/03;
11/17/08

Division/Department: Business Office

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Subject: Tuition and Fee Payment and Collection (Excluding Customized Training Students or Contract Instruction Students).

Authorities:

MnSCU Policy 5.11; 5.12

POLICY:

1. Pine Technical College (PTC) will use a tuition payment and collection policy and procedures which are in compliance with MNSCU Board Policies 5.11 Tuition and Fees and 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers
2. In case of future conflict between the below procedures and MNSCU Board Policy, MNSCU Board Policy shall prevail and these procedures shall be modified to become compliant.
3. Students are ultimately responsible to PTC for all remaining amounts due PTC which are not paid by Federal, State or third party issued financial funding.

DEFINITIONS APPLICABLE ONLY TO PROCEDURES 1-5 BELOW:

Business day: Monday, Tuesday, Wednesday, Thursday; Friday

Fully Paid: The student's full amount due to PTC of tuition and fees (and any other transactions affecting the student's obligation such as Bookstore charges) for an academic term must be received through a combination of one or more of the following:

- Payment by cash/check/money order;
- Payment by credit/debit card
- Payment by e-check
- Approved enrollment in a PTC approved external payment plan (payment must also be received by PTC of at least the initial required minimum amount)
- Certification by the PTC Financial Aid Director (or designee) that there is currently or likely will be sufficient issuer approved/

student accepted financial aid or reimbursement from Federal, State or third party sources

- Student initiated/PTC President (or designee) approved "exceptional circumstances" petition for short-term payment deferral

PROCEDURES:

1. All tuition and fees and any other transactions affecting the student's obligation amount to PTC will be recorded under their tech ID in the student's ISRS Accounts Receivable module record in the Integrated Student Records System (ISRS)
2. Not later than 11:59:59 P.M of the last business day prior to the first regularly scheduled class day of the term, the student must have "fully paid" (see definition above) to the PTC Business Office the tuition, fees and other educational costs for that term. *Students receiving financial aid/scholarships/grants/employer funding must provide written evidence that this funding is in place no later than the above date*
3. Students not meeting the above "fully paid" definition will be dropped from all courses effective 12:00:01 A.M. of the day immediately following the last business day prior to the first regularly scheduled class day of the term.
4. Enrollment (or re-enrollment) during or after the PTC prescribed drop/add period requires that the student immediately achieve "fully paid" status. *NOTE: Enrollment beyond the drop/add period also requires appropriate faculty and Dean of Student Affairs approval.*
5. The Business Office will send an invoice to the student and, if not statutorily restricted from doing so, charge a mandatory late payment fee where the student's account is 30 days in arrears under the preceding procedures 1 through 4. The 2008 PTC late payment fee= \$30.00; the maximum allowed by Board policy = \$50.00.

At the same time, if not statutorily restricted from doing so, a Business Office hold will be placed on the student's account (until the overdue balance is resolved) to not allow the student to have issued official transcripts or do class registration

6. Students may use the PTC Late Fee Removal Form to request that the assessed late fee be reversed. The PTC President or the Business Office Manager, after consultation with the Dean of Student Services, will determine whether the late fee charge will be reversed off the student's account.

7. The Business Office will send additional past due notices 30, 60, and 90 days after the date of the first invoice. Final notices for payment will include a statement that past due amounts will be referred for collection.
8. Receivables more than 120 days past due with a balance of \$25.00 or more will be sent to the Minnesota Department of Revenue (MNDOR) for collection action. Receivables may also be referred to other agencies for collection.
9. Annually, the Business Office Manager will review outstanding accounts receivable for purpose of determining whether a student's outstanding balance will be written-off for PTC financial reporting purposes. The criteria for write-off used will be those listed in MNSCU Procedure 7.6.2 Subpart G. With certain exceptions, this financial reporting write-off does not cancel the debtor's legal obligation to pay the debt.
10. Any exceptions to these procedures may only be approved by the PTC President or the Business Office Manager.

Dissemination: PTC Website, Student Handbook, Financial Aid materials, and presented orally at orientation

Reviewed by Leadership Team: 09/06/00; revision: 7/15/02; 8/12/02; 4/21/03

Reviewed by Campus Roundtable: 11/17/08

Approved: _____ 09/06/00; Revision:
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Robert L. Musgrove, Ph.D., President