

CATEGORY: FINANCIAL SERVICES

SUBJECT: PAYMENT OF COLLEGE FEES

All College tuition and fees must be paid in full or have established payment arrangements with the college on or prior to the **first day of class**.

### 1. Billing

- a. Students are sent a statement of accounts which includes all semester tuition and associated fees prior to the beginning of each semester.
- b. Payment in full is expected by the due date indicated on the statement.
- c. If payment is not received by the first day of class, students will be given written notification that they must contact the Bursar's office that day to discuss payment options and arrangements.
- d. Veterans Administration benefits will be recognized as payment fulfillment as indicated on certificate of eligibility submitted to the Bursar.
- e. If within 7 days payment has not been received or arrangements finalized, students will be scheduled to meet with either, President, V.P Finance, Dean or designee and may result in:
  1. Inability to participate in a class
  2. Inability to participate in an exam
  3. Inability to continue enrollment in the program
- f. Failure to fulfill all payment expectations and/or payment arrangements will result in a hold being placed on the student's account. Having a hold will prevent the student from being able to access the following college services:
  1. Class registration
  2. Viewing grades
  3. Obtaining transcripts and/or receiving a diploma.

### Payment Plans

- a. The College offers the option of an interest-free monthly payment plan. Payment arrangements are coordinated through the Bursar's office. Students are encouraged to set up payment arrangements as soon as possible
- b. All payment plans require a signed agreement. If the student is a minor, a parent must co-sign the agreement. Students must sign a FERPA form authorizing discussion of payment arrangements and/or account balances.
- c. Payment plans are established for each term. For the fall & spring semesters, the balance owed can be spread over a maximum of 4 equal installments. For the summer semester the balance owed can be spread over a maximum of 3 installments.
- d. A \$10 payment plan participation fee will be assessed per month based on length of the agreement.
- e. Payments are divided into monthly increments.
  1. **The 1<sup>st</sup> installment** is due at the point of establishing the plan.
  2. **Fall semester installments** must be paid in full by Nov 1st
  3. **Spring semester installments** must be paid in full by March 1<sup>st</sup>
  4. **Summer semester installments** must be paid in full by June 1<sup>st</sup>
- f. Late payments and/or inability to meet the financial obligations set-forth in agreement will prevent subsequent arrangements for the following semester.

## 2. Payment of Student Account by 3<sup>rd</sup> Party or Government Entity

The College recognizes payments by governmental organizations such as the Career Center, Trade Assistance Programs, Aspire Programs, or other 3<sup>rd</sup> party.

Billing activities will occur as follows:

- a. The student completes the “Responsible Party Form”, which states that the ultimate responsibility for payment resides with the student. The student shall provide the Bursar with written authorization from the agency, that they are approved for payment for school-related expenses.
- b. Students must sign a FERPA form authorizing discussion of payment arrangements and/or account balances.
- c. The Bursar’s Office will provide the agency with a detailed statement of account, including all anticipated aid, with a copy to the student.
- d. If payment is not received within 45 days after the semester begins, the College will bill the student and expect immediate payment or payment arrangements made with the College.

## 3. Tuition Reimbursement from Employers/Outside Scholarships

- a. Financial responsibility of all Tuition and Fees are the student’s. Individual scholarships and employer sponsored tuition reimbursement agreements are between the student and the outside resource.
- b. Outside scholarships are expected to be received within 45 days after the semester begins. If not, the “anticipated scholarship” will be removed from the account. The College will bill the student and expect immediate payment or payment arrangements made with the College.

**Please Note:** It is the student’s responsibility to notify the Financial Aid Office of any outside scholarships and employee tuition reimbursement agreements. Relative to financial aid regulations, the Financial Aid Office may adjust the financial aid award to the extent that it is impacted by the outside resources. A student must not receive any financial aid over and above their cost of attendance. If the outside resource increases the aid so that it exceeds their total cost of attendance, the student’s aid will be adjusted to prevent an over award.

## 4. Payment Methods

The Bursar’s Office is responsible for the billing and collections of tuition and fees

Accepted payments

- a. Cash:  
**Please do not mail cash. Students may pay in person at the Bursar’s Office**
- b. Personal Checks:  
Please make the check payable to the Maine College of Health Professions. Include student name & student ID # on the front of the check.
- c. Credit/Debit Cards:  
MasterCard & Visa can be processed either in person or via phone @ 795-2649 or 795-2840.

- d. Certified Funds:  
Make cashier's checks, money orders, or other certified funds payable to the Maine College of Health Professions. Please include the student name, student ID #, and phone number on the front of the check.

Payments may be delivered in person or mailed to the following address:

Maine College of Health Professions  
Attn: Bursar's Office  
70 Middle Street  
Lewiston Maine 04240

**Bursar's Office Hours:** Monday – Thursday 8:00 a.m. to 4:30 p.m.

#### 5. Returned Check Policy

- a. Returned checks, either electronic or paper, that are issued to the Maine College of Health Professions will result in a \$25.00 returned check fee. This fee will be added to the account of the student for whom the check was presented. This fee will be added for each returned check, regardless of the reason for the return. Stop payments are considered returned checks and are subject to fees.
- b. The student receiving the benefit from the returned check is responsible for repayment.
- c. The student must make other payment arrangements with the Bursar's Office. If collection procedures are unsuccessful, the account will be referred to a credit reporting collection agency.
- d. Each account will be allowed two returned checks, after which payment by personal check will no longer be accepted. This includes returned electronic payments. Communication regarding how to resolve the returned check will be sent to the student whose account is affected.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

DATE: August 4, 2016

Amended: March 22, 2018, April 13, 2018, March 1, 2019, June 27, 2019