

Procedure 5.12.5 Payment Plans

System Procedures

Chapter 5 - Administration

for [Board Policy 5.12](#)

~~Part 1. Authority. Board Policy 5.12 authorizes colleges and universities to provide payment plans for students, permitting them to pay tuition and fees after the tuition and fee payment due date.~~ **Part 1. Purpose**

~~To present a clear and concise framework of payment plan options available to students.~~

Commented [HA1]: The style guide states that an authority section is only necessary if the authority is not stipulated in Board Policy 1A.1.

Part 2. Payment in Full

~~All students will pay in full no later than the college's or university's tuition and fee payment due date, in accordance with Procedure 5.12.3. This means that s~~Students are required to pay or initiate a payment plan for any balance due that will not be covered by financial aid or waivers. ~~Consistent with the definition of payment in full contained within procedure 5.12.3 at Part 3~~

~~Subpart A, s~~Students seeking to partially defer tuition and fee payments beyond the tuition and fee payment due date may enter into an approved payment plan option. A payment plan may be the student's primary method of payment, or it may supplement other forms of payment such as financial aid or tuition waiver.

Commented [HA2]: The "payment in full" definition was deleted from 5.12.3 in 2011

~~Each college and university shall offer one payment plan option consistent with the parameters outlined in Parts 3 and 4 below; additional payment plan options may be offered as long as payment equal to or greater than 15 percent or \$300 of total tuition and fees is received by the college's or university's tuition and fee payment due date, subject to Subpart A below, and final payment is received consistent with the final payment requirements specified below.~~

~~The sum of all payments must equal the total amount due. A late fee shall be charged for all payments not received by the due dates in accordance with board policy 5.11. Failure to make required payments on a timely basis will subject a student to a registration hold. The student's account balance must then be paid before the student may register for the next term.~~

Commented [HA3]: This payment phrase is repeated many times in this narrative. Whether initiated by the student or by the institution, the payment plans are essentially identical. i.e. a first payment/down payment followed by 3 scheduled payments. To avoid the redundancy, all plans are combined in *Part 3 - Payment Plans*

~~Students seeking to defer tuition and fee payment beyond the tuition and fee due date are expected to initiate a payment plan and make a partial payment plan payment ("down payment") consistent with the terms of the payment plan option selected.~~

~~Subpart A. Minimum Payment Required by Tuition and Fee Due Date. The college or university payment plan option conforming to the requirements of Parts 3 and 4 below shall offer students the option of a down payment in an amount that is the lesser of:~~

~~15 percent of total tuition and fees due, or~~

32 ~~\$300 of the total tuition and fee amount due.~~

33 ~~All other payment plan options offered to students will require that as of the college's~~
34 ~~or university's tuition and fee payment due date the total amount paid (down~~
35 ~~payment plus any subsequent payments up through the announced tuition and fee~~
36 ~~payment due date) is at least 15 percent or \$300 of total tuition and fees.~~
37 ~~Exceptions to the minimum payment requirement for other payment plans may~~
38 ~~be considered on a case-by-case basis where the college's or university's tuition~~
39 ~~and fee payment due date is set significantly before the first day of the applicable~~
40 ~~term. The principle to be followed in considering exceptions is that by the college's~~
41 ~~or university's first day of the applicable term the student opting for the~~
42 ~~alternative plan must have paid an amount equal to or greater than the amount~~
43 ~~paid by a student electing the 15 percent or \$300 option outlined above. Requests~~
44 ~~for an exception must be submitted to the Associate Vice Chancellor Financial~~
45 ~~Reporting.~~

46 **Subpart ~~B~~A. Registration Holds**

47 ~~_____~~ In the event a final scheduled
48 payment in an approved payment plan is due after the start of the next term's class
49 registration, students in the plan will not be subject to a registration hold if their payment
50 plan status is current. Payment plans that are not current will subject students to procedure
51 7.6.2 registration hold criteria for the next term, unless the delinquent plan is paid in full
52 prior to registration.

53 This registration hold requirement ~~also~~ applies even if the student is in an active payment
54 plan but fails to make the final scheduled payment by the due date. This would result in the
55 once the final payment due date has passed if students in an active payment plan status fail to
56 make the final scheduled payment, including cancellation of any ~~next~~ new term class
57 registrations.

58 **Subpart ~~C~~B. Partial Payments Outside of Formal Payment Plans _____**

59 Students who ~~by the tuition and fee payment due date~~ by the
60 tuition and fee due date directly to the college or university in an amount equal to or greater
61 than the minimum down payment requirements, ~~above~~ will be placed on or be required to
62 initiate a payment plan in accordance with this procedure ~~Part 3 below~~. ~~Alternatively, these~~
63 ~~students may drop classes and obtain a refund.~~

64 **Part 3. ~~Student-Initiated~~ Payment Plans _____**

65
66 Colleges and universities shall provide at least one payment plan ~~generally~~ consistent with the
67 requirements ~~in this procedure below when requested by a student. Students shall be offered The~~
68 ~~System shall offer~~ one payment plan suite of options from a single source fully supported by and

69 interfaced with ISRS. Students shall be charged a payment plan fee in accordance with policy
70 5.11.

71 **Subpart A. Fall, spring and other terms at least 12 weeks in length.**

72 The payment plan will consist of four payments generally four weeks apart starting with
73 the first payment no later than the established tuition and fee due date as follows:

- 74 1. The first payment, or down payment, ~~must be equal to or greater than 15 percent or~~
75 ~~\$300 of total tuition as defined in Part 2 Subpart A above and~~ is due by the close of
76 business on the college or university's tuition and fee payment due date. Failure to
77 make this payment ~~will may~~ result in registration cancellation ~~in accordance with~~
78 ~~according to~~ system procedure 5.12.3.
- 79 2. The second payment of no less than one-third of the student's remaining tuition and
80 fee balance is due no later than the close of business on the last business day of the
81 fifth week of the term.
- 82 3. The third payment of no less than one-half of the student's remaining tuition and fee
83 balance is due no later than the close of business on the last business day of the ninth
84 week of the term.
- 85 4. The final payment of the student's remaining tuition and fees balance is due no later
86 than the close of business on the last business day of the thirteenth week of the term,
87 or last week of the term if earlier.

88 ~~The sum of all payments must equal the total amount due. A late fee shall be charged~~
89 ~~for all payments not received by the due dates in accordance with board policy~~
90 ~~5.11. As specified in Part 2 Subpart B above, failure to make required payments~~
91 ~~on a timely basis will subject a payment plan student to a registration hold, the~~
92 ~~student's account balance must then be paid before the student may register for~~
93 ~~the next term.~~

94 **Subpart B. Summer and other terms at least five but less than 12 weeks in length.**

95
96 The payment plan will consist of ~~three or two~~ or three payments generally four weeks
97 apart, ~~starting with~~ The first payment will start no later than the established tuition and fee
98 due date as follows:

- 99 1. The first payment, or down payment, as defined in this procedure Part 2 Subpart A
100 ~~above~~ is due by the close of business on the college's or university's tuition and fee
101 payment due date. Failure to make this payment ~~will may~~ result in registration
102 cancellation ~~in accordance with~~ according to system procedure 5.12.3.
- 103 2. The second payment is due no later than the close of business on the last business day
104 of the fifth week of the term.
 - 105 a. For terms of at least nine weeks in length, this second payment shall be no less
106 than one-half of the student's remaining tuition and fee balance.
 - 107 ~~a-b.~~ For terms of less than nine weeks, this second payment is the final payment,
108 and the student's remaining tuition and fee balance is due.

- 109 3. For terms of at least nine weeks in length, the final payment of the student's
110 remaining tuition and fee balance is due no later than the close of business on the last
111 business day ~~of the last week~~ of the term.

112 ~~The sum of all payments must equal the total amount due. A late fee shall be charged~~
113 ~~for all payments not received by the due dates in accordance with board policy~~
114 ~~5.11. As specified in Part 2 Subpart B above, failure to make required payments~~
115 ~~on a timely basis will subject a payment plan student to a registration hold, the~~
116 ~~student's account balance must then be paid before the student may register for~~
117 ~~the next term.~~

118 **Subpart C. Terms less than five weeks in length**

119 Payment plans will not be used for terms less than five weeks in length.

120
121 **Related Documents:**

- 122 • [Policy 5.12](#) Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers
123 • [Procedure 5.12.1](#) Military Service and Disabled Veterans
124 • [Procedure 5.12.2](#) Tuition Waivers and Deferrals
125 • [Procedure 5.12.3](#) Payment Related Dates and Registration Cancellation
126 • [Procedure 5.12.4](#) Refund of Tuition and Fees

127 **Procedure History:**

128 *Date of Adoption: 05/16/06,*

129 *Date of Implementation: 08/15/06,*

130 *Date and Subject of Amendments:*

131 *10/5/09 - Part 2 was amended so that payment plan options may be offered as long as*
132 *payment equal to or greater than 15 percent or \$300 of total tuition and fees.*