

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-BURSAR-01
Tuition and Fee Payment Policy

Students must cover their balance in full prior to the first day of class each semester or they may be dropped from enrollment and lose their class registration. The Bursar's Office at Sam Houston State University will offer students an option to pay tuition and fees in full or part by installment for fall and spring semesters of each academic year in accordance with Tex. Ed. Code Ann. § 54.007 and 54.0071 along with any additional statutes or rules that are established or may be established by the Texas Legislature, Texas Higher Education Coordinating Board, or Texas State University System. Enrollment drops for unpaid student account balances may only occur on the day before the first class day each semester, the 12th class day, and the 20th class day for long terms and 4th and 15th for the summer terms.

Reviewed by: David Verghese – Treasurer (11/04/2016)
Debra Holl – Bursar (11/04/2016)

Next Review: 8/31/2019

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PROCEDURES TO POLICY FO-BURSAR-01

1. The Bursar's Office will evaluate and edit installment plan procedures, contract, consent agreement, and all notices by December 31st each year for the next academic year.
2. The installment plan contract shall be established in accordance with applicable statutes and updated each year. It will also be reviewed by the Texas State University System General Counsel each time there are changes to the contract. (See Attachment A)
3. The University Undergraduate and Graduate Catalogs will be updated each year for changes related to installment plan policy or procedures. (See Attachment B)
4. The Bursar's Office will maintain a website with information related to the installment plan so that students will be able to have quick access to details of the plan. (See Attachment C)
5. Students will be given an option at registration to request the Bursar's Office automatically enroll the student in an installment plan five (5) days prior to the first day of class if the student is endanger of losing their schedule due to payment requirements not being met. This effort will be coordinated with the Registrar Office each semester. This consent will include a copy of the current installment plan contract with a bolded clause that changes could occur to the contract prior to the semester that consent is given to automatically enroll. If changes are made to the contract after consent is given, the Bursar's Office will send by email all students that gave consent a copy of actual installment plan contract two weeks prior to the first day of the semester. (See Attachment D)
6. A student will be required to pay a minimum first payment of 10% at enrollment in an installment plan. Students that are automatically enrolled in the installment plan must pay this amount before the first day of the classes for the semester enrolled. Previously applied financial aid or cash payments that have not been refunded to the student will be applied toward the minimum first payment at enrollment in the installment plan. Failure to make an installment payment does not automatically constitute a withdrawal from the University.
7. Each installment payment, except for the first minimum enrollment installment payment, will have a nine (9) calendar day grace period before being considered late. Student accounts that are considered late will be assessed a \$25 fee.
8. Installment plans must be paid in full by the last day of the semester for which the installment is obtained. If the plan is not paid in full by this date, the students will be considered delinquent and may be subject to collection efforts, drop from future enrolled semesters, and denied credit for work done during that semester.
 - a. The last day of each semester is defined as the last day of graduations to be held in either the fall or spring semester.
9. The Bursar's Office will notify by email all students with an outstanding balance five days before the last day of each semester.
10. The Registrar's Office will drop any student prior to the first day of the semester that fails to pay their balance in full, enroll in an installment plan to cover their remaining balance in full, or use a combination of financial aid and installment to pay their balance.

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11. The Registrar's Office will drop any student with the 12th class day drop that gave consent to be enrolled in an installment plan and is automatically enrolled but fails to pay the minimum 10% first installment payment and the second installment payment timely.
12. The Bursar's Office will notify by email all students that have not paid their installment by the 5th calendar day following the due date of that payment that if payment is not received by the 9th calendar day following the due date a late payment fee will be assessed.
13. After the student enrolls in a plan, makes the required first payment, and the initial payment due date has past, any additional charges will be added to the next installment payment due date. It will not increase the amount of the first installment payment.
14. Students will not be allowed to enroll in a future installment plan until the prior installment plan has been paid in full.
15. Students will not be dropped because of an unpaid balance if that balance is the result of an adjustment to a student's enrollment status after the first day of class or the remaining balance constitutes less than five (5) percent of the total amount of tuition and mandatory fees charged to the student for the semester enrolled.

Attachment A

SHSU Tuition & Fees Installment Payment Plan

Contract Provisions:

1. I, **[STUDENT NAME]** ("Student"), hereby agree to pay Sam Houston State University ("SHSU") the balance deferred as stated in this agreement in five (5) installment payments on or before the due date specified for each installment.
2. Student understands that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. Student shall adjust payment accordingly during the term of this agreement. SHSU may charge a late fee as established in paragraph 6 of this agreement.
3. SHSU shall assess a thirty dollar (\$30.00) nonrefundable setup fee at enrollment in the installment plan. If the installment plan is paid before the final due date, Student is not entitled to a refund of the setup fee.
4. If applicable, the Student's account will be reduced by any financial aid, tuition waivers, grants, or deferments awarded. The Student may then elect to pay this net amount on the installment plan.
5. SHSU will charge a twenty-five dollar (\$25.00) late fee for each installment payment that is late. Each payment is due on the date outlined in paragraph 12 or 13 depending on the applicable semester. Except for the first minimum enrollment installment payment, SHSU will provide Student a nine (9) day grace period for payments to be received before the Student is charged a late fee. Failure to make an installment payment does not automatically constitute a withdrawal from the University.
6. Student understands that failure to meet the terms of this agreement may result in grades, diplomas, and transcripts not being released until all installments and other charges have been paid in full.
7. Student will not be able to enroll in another installment plan until the prior installment plan is paid in full.
8. **STATUTORY WARNING: A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR WORK DONE THAT SEMESTER.**
9. If amounts become past due, the University may employ an outside collection agency to recover the debt. This will also initiate internal collections efforts. If any collection efforts must be made, the student will be required to pay all collections costs, including collection agency fees, legal fees, and other costs incurred in collecting the amounts due.

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10. SHSU may drop the Student's schedule if the second installment payment is not received by the 12th day of class day of the semester. The Student will also be subject to statutory refund requirements as established in the Texas Education Code.
11. **PAYMENT IN FULL IS DUE IN THE BURSAR'S OFFICE BY 5:00 PM, OR 10:00 PM IF PAID ONLINE, ON THE APPROPRIATE DUE DATE.**
12. Fall 2012 Semester Installment Due Dates:
 - a. 1st payment for enrollment, 10% minimum, due before first class day, August **[UPDATE DATE]**, or at enrollment, if enrollment date is after the first class day.
 - b. 2nd payment of 22% due, September **[UPDATE DATE]**
 - c. 3rd payment of 22% due, October 1st
 - d. 4th payment of 22% due, November 1st
 - e. 5th payment of 24% due, December 1st
13. Spring 2013 Semester Due Dates:
 - a. 1st payment for enrollment, 10% minimum, due before first class day, January **[UPDATE DATE]**, or at enrollment, if enrollment date is after the first class day.
 - b. 2nd payment of 22% due, February **[UPDATE DATE]**
 - c. 3rd payment of 22% due, March 1st
 - d. 4th payment of 22% due, April 1st
 - e. 5th payment of 24% due, May 1st
14. **FOR EACH RETURNED PAYMENT, A TWENTY-FIVE DOLLAR (\$25.00) FEE WILL BE ADDED TO THE STUDENT'S ACCOUNT.**
15. Students who withdraw from all their classes after a payment has been made on their account for that semester's tuition and fees will be required to officially resign through the Registrar's Office and may be liable for full tuition and fees depending upon the official date of resignation.
16. **ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**
17. To revoke this authorization agreement, the Student shall notify the Bursar's Office by written notice, including email. Revocation of this agreement does not entitle the Student to a refund of the thirty dollar (\$30.00) setup fee.
18. Student shall monitor their account to make sure payments are made timely and the account is paid-in-full by the end of the semester. The University may send communications about the status of the Student's installment plan as a courtesy service, but the University is not required under this contract to provide any communications about the timing of payments or status of the installment plan.
19. The University has the right to determine when provisions of this contract are violated and to determine the appropriate course of action. If any section or subsection of this

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contract is ruled to be illegal or invalid, this will not affect the validity or enforceability of the remaining provisions of the contract.

20. The validity of this contract and all matters pertaining thereto, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction shall be governed and determined by the Constitution and the laws of the State of Texas. Any lawsuit to enforce this contract must be brought in Walker County, Texas.
21. This agreement is dated [ONLINE ACCEPTANCE DATE].
22. For fraud detection purposes, the Student's internet address has been logged.
 - a. [STUDENT IP ADDRESS WITH DATE AND TIME]
23. SHSU recommends that Student print and retain a copy of this agreement for their records.

Attachment B

Undergraduate Catalog 2010-12 – NOT UPDATED FOR DISCUSSION
Section Under “Financial Information”

Installment Payment Plan

The Texas Legislature has authorized collection of tuition and fees during a fall or spring semester by one of two methods: payment in full or one-half payment of the tuition and fees at registration and separate one-quarter payments due prior to the sixth and eleventh class weeks. A parking permit **is an example of a charge** which must be paid in full and is not eligible for installment payment. There is an additional processing fee of \$30 for administration of the installment payment plan. Failure to make timely installment payments will cause accrual of late charges (\$15 for Tuition, \$10 for Housing and \$10 for Dining per late installment).

Any financial aid, tuition waivers, grants or deferments will be used to reduce the amount owed by the student, with the remaining balance eligible for the installment payment plan. During a summer session, the tuition and fees are collectible in full. The Texas Legislature has reserved the right to discontinue the installment payment plan.

Students will not be allowed to attend classes until their tuition and fees, excluding that portion of the registration fee that may be temporarily deferred, but payable later in scheduled payments as part of an installment payment agreement, are paid.

Graduate Catalog 2011-13 – NOT UPDATED FOR DISCUSSION
No Single Section; Part of “Payment Information”

Payment Information

The Texas Legislature has authorized collection of tuition and fees during a fall or spring semester by one of two methods: payment in full or in an installment plan (one-half payment of the tuition and fees at registration and separate one-quarter payments due prior to the sixth and eleventh class weeks). By state code, some fees cannot be paid by installment and are due in the initial payment. Parking permits and late registration fees are examples of charges which must be paid in full and are not eligible for installment payment. There is a processing fee for administration of the installment payment plan. Failure to make timely installment payments will cause accrual of late charges. Installment payment plans are not available during the summer sessions; payment is due in full at registration.

Payments made for registration purposes may be made by cash, cashier's check, personal check, money order, or credit card (MasterCard and American Express only). All checks and money orders are accepted subject to final payment. Students may access account balances online. For additional information, see www.shsu.edu/saminfo/financial-menu.html. To make credit card payments online, visit www.shsu.edu/saminfo/credit.cgi.

Payments may be mailed to the Cashier's Office, Sam Houston State University, Box 2273, Huntsville, TX 77341-2273 or paid in person in the Cashier's Office, Estill Building, Suite 103, 1903 University Avenue, Huntsville, TX 77341

Payment Deadlines

To avoid loss of classes, students should refer to the payment deadlines listed in the online Schedule of Classes. Students who do not make a payment by the specified payment deadline will have schedules deleted; such students must then repeat the registration process for re-enrollment.

A student who fails to make full payment of tuition and fees, including any incidental fees but excluding that portion of the registration fee that may be temporarily deferred but payable later in the scheduled payments as part of an installment payment agreement, may be prohibited from registering for classes until payment is made. A student who fails to make full payment prior to the end of the semester may be denied credit for work completed that semester.

Attachment C

Tuition and Fee Installment Plan Minimum Website Information:

Basics of the Tuition and Fee Installment Plan:

- Five (5) installment payments are due during the semester
- \$30 cost for enrollment in the installment plan
- Have to sign up each semester through MySam Account Center
- All previous semester balances must be paid in full prior to enrollment in plan
- Can be added through 10:00 pm on 20th class day each semester (see Academic Calendar for actual date)
- Adding classes or charges will increase installment amounts due

What does the installment plan cover?

- Tuition and Fees
- Housing Charges
- Meal Plans
- Parking
- All other charges covered by financial aid, excluding the general deposit

Fall 2012 Semester Installment Deadlines:

- 1st payment for enrollment, 10% minimum, due before first class day, August [UPDATE DATE], or at enrollment, if enrollment date is after the first class day.
- 2nd payment of 22% due, September [UPDATE DATE]
- 3rd payment of 22% due, October 1st
- 4th payment of 22% due, November 1st
- 5th payment of 24% due, December 1st

Spring 2013 Semester Installment Deadlines:

- 1st payment for enrollment, 10% minimum, due before first class day, January [UPDATE DATE], or at enrollment, if enrollment date is after the first class day.
- 2nd payment of 22% due, February [UPDATE DATE]
- 3rd payment of 22% due, March 1st
- 4th payment of 22% due, April 1st
- 5th payment of 24% due, May 1st

Installment Plan Penalties:

A \$25 late penalty payment charge will be assessed according to the terms of the installment plan agreement. Students are responsible for monitoring their account statement and making sure payments are made on time.

Attachment D

Installment Plan Consent Agreement

INSTALLMENT PLAN CONSENT TERMS

I, [STUDENT NAME], acknowledge that registering for courses at SHSU constitutes a financial obligation. I understand it is my responsibility to withdraw from SHSU by contacting the Registrar's Office, prior to the first official class day to avoid financial obligation.

[Add Link to Withdrawal Information]

I shall pay the balance of my tuition and fees by one of the two options stated in this agreement.

OPTION 1:

[Insert Check Box] I, [STUDENT NAME], shall sign up for an installment plan prior to the semester begins to cover my account balance, and hereby give SHSU consent to administratively enroll me in an installment plan five (5) business days prior to the first day of class if I do not complete this process. I will make a minimum first payment of 10% for enrollment in the installment plan prior to the first official class day. If I fail to make this payment, I acknowledge that SHSU will drop my course registration prior to the first official class day.

[Add Link to Installment Plan Sample Contract]

OPTION 2:

[Insert Check Box] I, [STUDENT NAME], shall cover my account balance in FULL prior to the first official class day by, or combination of, cash/credit payment, financial aid, and/or personally enrolling in the installment plan. Failure to cover my balance in full prior to the first official class day will result in SHSU dropping my course registration.

ADDITIONAL ACKNOWLEDGEMENTS

STATUTORY WARNING: A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR WORK DONE THAT SEMESTER.

There is a \$30 installment plan setup fee and that it will be added to the outstanding balance owed by the Student at enrollment.

A \$25 late fee will be assessed for each late payment after the nine (9) calendar day grace period.

SHSU will not apply financial aid to any student's account to cover an outstanding balance for which a student has not completed the entire financial aid acceptance process or a

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student has failed to maintain or meet the requirements of the financial aid awarded to a student.

SHSU reserves the right to turn any delinquent account balance to a collection agency used in the normal course of its business. If an account is turned over to a collection agency, the student will be responsible for any charges added to their account balance for collections.