

	Policy No.	Replaces	Policy
	<b>E. 201</b>	<b>ARM 1098</b>	<b>Executive</b>
	Policy Name		
<b>STUDENTS' FAILURE TO PAY FEES AND CHARGES</b>			
Approved by	Responsibility		Category
<b>Executive</b>	<b>VP, Finance &amp; Administration</b>		<b>Finance</b>
Date Issued	Date Revised	Revision	Related Policies, Reference
<b>Mar. 17, 1981</b>	<b>Dec. 10, 2014</b>	<b>7</b>	

## PURPOSE

The purpose of this policy is to address the issue of students' failure to pay fees (including tuition) or charges (including fines) and/or to acquit other debts to the University.

## OBJECTIVE

The Vice-President, Finance and Administration must approve any fees, charges or other amounts levied by any University department and must approve all collection procedures. Fees may only be collected by employees if prior approval is received from the Vice-President, Finance & Administration.

## FAILURE TO PAY FEES AND CHARGES

Students who fail to pay fees or deferred fees by the established deadlines, who have unpaid University charges, or who in any other manner have not discharged all their financial obligations to the University (e.g. paid tuition, library fines, re-payment of emergency loans) may be refused transcripts, denied access to University services, de-registered or refused permission to enroll or re-enroll.

All outstanding fees owed to the University will be deducted from students' loans and/or any other financial assistance funds that are administered by the University prior to the release of any funds to the student.

Outstanding debts will be dealt with according to the University collection procedure, and those outstanding at the end of the current term may be sent to an external agency for collection or the University may pursue other legal collection methods.