4-103 Collection of Fees

A. The universities shall collect at the time of registration, the payment or promise of payment of only those fees which are required for the proper operation of the universities and which are subject to the control of and disbursement by the universities.

B. Each university shall establish procedures to collect outstanding obligations owed by students and former students.

C. Each university shall maintain a system to record all delinquent financial obligations owed to that university by students and former students.

   1. A university may take any or all of the following actions for delinquent student accounts:

      a. Deny or cancel registration;

      b. Withhold cash refunds (to the extent permitted by law) and the provision of services, grade reports, transcripts, diplomas, and graduation;

      c. Terminate agreements for student or family housing and/or take other action when financial obligations relate to housing;

      d. Use outside collection agencies, report to credit bureaus, and assess related fees;

      e. Follow accepted accounting principles and business practices to determine when to write-off delinquent financial obligations; and

      e. Other measures as permitted by law.