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Name:	Student Debt Policy
Policy Number:	5-1010
Origin:	Associate V. P. Enrolment Management & Registrar
Approved:	2019-JANUARY-11
Issuing Authority:	Executive Management Group
Responsibility:	Associate Registrar, Enrolment Services, Service Centre and delegates
Revision Date(s):	N/A
Effective Date:	2019-JANUARY-11

Purpose: The purpose of the policy is as follows:

- a. establish guidelines for decision making, when determining which services (including registration) are available to students with an overdue balance, and
- b. reduce the annual Allowance for Doubtful Accounts, and
- c. reduce the inefficiencies and subjectivity of exceptions

This policy will aid in the enforcement of student debt terms and help with the communication of those terms to the University community. It requires endorsement at the highest level of management to be successful.

Scope: This policy applies to all students in credit studies at Saint Mary's University.

Policy:

Registration:

Students with account balances less than \$200 can register in future courses and maintain their current registration without being charged a late fee.

- Spring and Summer registration begins in February
- Fall and Winter registration begins in March

Students may hold 4 terms of future registration without a commitment to pay.

Spring and Summer Terms:

- Registered students with a spring or summer balance of \$200 or more are charged a \$25 late fee (in the applicable term) plus interest if their account remains outstanding after 30 days.
- Students with balances \$500 or more from a prior term, are deregistered from 2nd summer session on the first business day of July. Fall and winter registration is maintained.

Fall Term:

- Students with balances \$500 or more from a prior term, are deregistered from fall and winter term courses on the first business day of September.
- Registered students with a fall term balance of \$200 or more, are charged a \$50 late fee, plus interest if outstanding over 30 days.

Winter Term:

The University recognizes that students (especially international students) make a financial commitment to attend an academic year (September through April). Student loans and other sources of funding, along with study visas and the expectations of immigration all focus on the academic year. We further recognize there may be issues which arise transferring funds from some countries. However, the University expects students to plan accordingly and ensure they have the resources to attend university and therefore our policy for winter registration requires students to have paid at least 20% of their fall term before continuing in the winter.

- Students with balances of \$500 from a term **prior to the preceding fall**, are deregistered from the winter on the first business day of January.
- Students who are registered in the academic year, who have a balance greater than 80% of the value of their total fall fees (includes tuition, fees, residence and meal plan charges) will be contacted via email, the third week of October and asked to pay their account or make an acceptable payment arrangement with the Service Centre. Acceptable arrangements generally require students to pay at least 20% of their fall tuition to maintain winter registration or be able to prove the funding is coming. Students who fail to make a payment will be deregistered from their winter courses the middle of November. Scholarship funding is considered a payment towards the 20% requirement.
- Students who pay at least 20% of their fall fees but still have a fall balance, will be contacted via phone, emails and postal statements to make payments, but can maintain winter registration.
- Registered students with a winter term balance of \$200 or more, are charged a \$50 late fee if their account remains outstanding after 30 days.

Pre-Payment:

The Service Centre reserves the right to require pre-payment of tuition when a student has a history of paying late. Multiple late fees is an indicator of poor payment history.

Transcripts and Letters:

Students with balances of \$10.00 or more are not entitled to receive transcripts and letters with the following exceptions:

- The Service Centre will send transcripts and letters needed to obtain funding from student loans, scholarships and RESP withdrawals, directly to the applicable party.
- The Service Centre will not send transcripts and letters needed for immigration or employment purposes. An exception may be authorized by the Associate Registrar, Service Centre or designate, when these services are needed to obtain funding. In these cases, the transcript or letter is sent directly to the applicable party.
- Confirmation of enrollment letters for current or past terms are available to students provided they are currently registered.

Graduation:

- Students with an outstanding account may be denied graduation and/or not permitted to attend the convocation ceremony.
- Parchments are available when accounts are paid.
- Financial graduation awards may be withheld or applied to outstanding balances when a student has an outstanding account.

Penalties: - *See Appendix A - Atlantic University Practices for Fall & Winter Terms*

- **Fall & Winter Late Fees:** Each term, a \$50 late fee applies to registered students with balances of \$200 or more, which are 30 days past due.
- **Spring and Summer Late Fees:** Each term, a \$25 late fee applies to registered students with balances over \$200, which are 30 days past due.
- **Pre-Payment:** Pre-pay holds apply to accounts who have had multiple terms of late payments.
- **Interest:** Applies when accounts are 30 days outstanding and are assessed at the rate published in the official fee schedule.