TUITION PAYMENT

POLICY

The college shall develop, implement and maintain written procedures for the timely collection of tuition and late fees as set by the Board of Trustees annually.

Procedure

1. Full-time tuition for the doctor of chiropractic program is determined annually by the Board of Trustees in conjunction with the approval of the annual budget. In cases where a student is permitted or required to carry a partial academic load, tuition is pro-rated on an hourly basis up to the full-time load (see Policy 1005).
2. All tuition and fees are due by the end of the 6th scheduled class day. All accounts unpaid after the 6th class day will be subject to a $50 late payment fee.
3. The college provides a deferred tuition plan for students not receiving financial aid. The plan allows payments to be made in three installments with a deferment fee of $10 per quarter. The first payment is no later than the sixth day of classes, with the remaining two payments due on the first Tuesday of the subsequent months. Late payments will be subject to the $50 late payment fee.
4. All financial arrangements must be made with the business office by the 14th calendar day of the academic quarter. Any student not meeting this deadline will be dropped from the rolls. Expectation of loan payments will not supersede this responsibility. The business office will notify the registrar who will notify the faculty. Faculty members are required to comply. Students who have not met their financial obligations in accordance with this policy will be asked to take a leave of absence. If a student refuses to take a leave of absence without clearing his/her financial obligations, they will be considered withdrawn and will have to reapply for admission and meet current admission requirements. In rare and unusual circumstances, the executive vice president may make exceptions to these policies.
5. Students with delinquent balances may not be permitted to graduate, receive transcripts or register for subsequent quarters. This decision shall be made by the executive vice president based on the individual circumstances. Late registrants as a result of this policy will also be subject to a late registration fee.

Also see:

Policy 1005 – Course Load