

## ***General/Student Procedure - Outstanding Payments Due***

### **Procedure:**

Bismarck State College payment procedures are defined in connection with BSC General/Student Policy-Delinquent Accounts and NDUS Policy 501, 830.1 and NDUS Procedures 501 and 830.1

### **Procedures:**

#### Individual/student accounts

1. Individual/Student account balances are due at the time the charge is incurred: or if the charges are tuition/fee related, they are due the first scheduled class day as it appears on the Campus Connection student class schedule. Holds are placed on the account preventing further enrollment, registration or the ability to obtain an official transcript at 2 days past due.
2. Individual/student accounts will receive a 1.75% late fee on any balance 30 or more days past due.
3. Individual/student accounts 90 days past due will receive a Global Service Indicator on their accounts which will prevent enrollment, registrations or the ability to obtain an official transcript at any NDUS institution.
4. Individual/student accounts 180 days outstanding will be turned over to a collection agency for further collection processing. It is at the discretion of Student Finance Services to retain the account for internal collection processing based on current account activity or the amount of the debt.
5. Outstanding debt or debt that has been written off must be paid in full and payment cleared the bank prior to future admission, registration or release of official transcripts. Debt located at a collection agency must be received and applied to the individual/student account before further action is allowed by the individual/student.
6. Prepayments may be required on accounts that are 90 days or more past due before further enrollment or reregistration.

#### External organization accounts

1. External organization accounts with outstanding balances may receive late fees of 1.75% on any balance 30 or more days past due and may not be allowed to utilize college property or utilize services provided by the college until the outstanding balances are paid in full.
2. External accounts may be submitted to a collection agency for further collection efforts at the discretion of Student Finance.

**Application:**

This procedure applies to students, individuals, vendors, businesses and/or any other entity utilizing college property and/or college services (on or off campus). Change of name or buyout of business does not preclude application of this policy.

**History of This Policy:**

First policy draft April 22, 1999.

Revisions – Reviewed by the Operations Council on March 25, 2015 and approved by the Executive Council on April 10, 2015; July 1, 2015.