

<b>Policy Number</b>	311.000
<b>Policy Title</b>	Dismissal for Non-Payment
<b>Responsible Officer</b>	Controller
<b>Responsible Office</b>	Accounting
<b>Summary</b>	The following policy outlines the University's policy on late and delinquent student accounts.
<b>Definitions</b>	<p><b>Fees:</b> Any expenses charged to a student's account during the scheduled classes including, but not limited to, technology fees and book fees.</p> <p><b>Hold:</b> A restriction placed on the student account that will withhold registration, issuance of diplomas, grade reports, official and unofficial transcripts.</p> <p><b>Installment Payment Plan:</b> A contractual agreement between the student and the University to make equal monthly payments to reconcile the student's account balance for the current semester.</p> <p><b>Semester charges:</b> Include all expenses charged to a student's account during the semester. This can include, but is not limited to, tuition charges, room and board, book charges, and fees.</p> <p><b>Traditional Undergraduate:</b> The student population that attends courses on campus in the Undergraduate program. These students may live on campus or commute.</p> <p><b>Tuition:</b> Amount charges for access to University instruction and resources.</p>
<b>Approving Body</b>	Administrative Council
<b>Approval Date</b>	311.000 - Admin C (02.05.2025); Aca C (02.28.2025)
<b>Last Revision</b>	Spring 2025
<b>Re-evaluation Date</b>	Fall 2028
<b>Departmental Impact</b>	Termination of student enrollment

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

Settlement of all semester charges are due by add/drop date for all semesters as listed on the academic calendar. Students are responsible for payment deadlines and policies, financial aid distribution policies, and debts owed. All students are required to settle their outstanding balances, establish a payment plan, or enter into a payment agreement with the Accounting Department by the semester's add/drop date. Students must make reasonable efforts to resolve any balances that exceed \$300 to ensure continued enrollment and access to academic resources.

### Rationale

The intention of this policy is to provide clear guidelines for payment policies and deadlines for Traditional Undergraduate students. The purpose of this policy is to ensure that students address any outstanding balances on their university accounts in a timely manner, to maintain access to their courses and educational resources. This policy outlines the requirements for resolving outstanding balances by the semester's add/drop date and the consequences for failure to meet these requirements.

## Policy Procedures

### 1. Payment Requirements

Students must take one of the following actions by the semester's add/drop date:

- **Pay in full** any outstanding balance.
- **Establish a payment plan** with the Accounting Department.
- **Enter into a formal payment agreement** with the Accounting Department.
- Demonstrate **reasonable efforts** to resolve their outstanding balance by contacting the Accounting Department and showing progress toward a resolution.

### 2. Consequences of Unresolved Balances

**Canvas Account Block:** If a student's account balance exceeds \$300 and is unresolved by the semester's add/drop date, the student's access to their Canvas account will be blocked within three (3) calendar days. This block will prevent the student from accessing course materials and assignments.

**Administrative Drop:** If the student's balance remains unresolved seven (7) days after the add/drop date, the student will be administratively dropped from all courses for the current semester.

### 3. Responsibilities Outside Payment

Any missed work or assignment resulting from a loss of access to materials is solely the responsibility of the student, not the teacher, parent, or accounting.

### 4. Resolution Process

**Payment Plans:** Students can contact the Accounting Department to set up a payment plan. Payment plans must be completed in full by the end of the semester.

**Payment Agreement:** Students who need additional time to resolve their balance must make arrangements with the Accounting Department for an official payment agreement.

**Reasonable Effort:** Students who demonstrate a sincere effort to resolve their balance (e.g., by communicating with Accounting or actively pursuing financial aid options) may be granted flexibility in meeting these requirements.

**Students who are dropped as a result of this policy receive no guarantee of enrollment reinstatement within the same semester.**

### 3. Appeals Process

Students who experience extenuating circumstances preventing them from meeting the requirements outlined in this policy may submit a written appeal to the Accounting Department. The appeal should include documentation of the circumstances and an explanation of the student's efforts to resolve their balance. The university will review each appeal on a case-by-case basis and may offer an extension or alternate arrangements.

### 4. Exceptions

In rare cases, exceptions to this policy may be granted on a case-by-case basis for students facing significant hardship. Requests for exceptions should be directed to the Accounting Department before the add/drop date.

### 5. Compliance

Failure to comply with this policy may result in the loss of access to university resources, including course enrollment and academic services. Students are strongly encouraged to communicate with the Accounting Department to avoid disruptions to their education. As an aspect of federal compliance, transcripts protected under regulation regarding Title IV funds are not affected by this policy.

### 6. Contact Information

For more information or to discuss your account balance, please contact:

**Accounting Department**

**Email:** [ciuaccounting@ciu.edu](mailto:ciuaccounting@ciu.edu)

**This policy aims to help students stay on track with their academic goals while maintaining financial responsibility.**

## Hyperlinks

[www.ciu.edu/policy](http://www.ciu.edu/policy)