



Title: Financial Obligation Policy	
Written by: Director of Business Services	
Date Initiated: 4/2012	Date Revised: 4/2014; 4/2015; 4/2016;
Approved by:  _____ Chancellor	Governing Board Approval: _____ Date
1/12/2016 _____ Date	1/12/2016 _____ Date

PURPOSE

The financial integrity and sustainability of Trinity College of Nursing & Health Sciences depends on its ability to collect tuition and fees from students, both active and inactive, who have failed to meet their financial obligations. The Director of Business Services is responsible for the oversight of the financial management of the institution and collaborates with College administration, faculty, and staff to assure proper billing and collection of tuition and fees. This policy will be reviewed on an annual basis since college tuition and fees are approved by the College Governing Board in October of each year.

POLICY & PROCEDURE

Registration for classes creates a financial obligation by the registrant to pay tuition, fees, and other charges which constitutes an understanding and acceptance of this responsibility. Students are expected to have made the necessary financial arrangements prior to enrolling in classes. The Financial Aid Specialist is available for consultation to assist with financial needs.

To be considered in good financial standing, a student must complete financial arrangements on or before the start of each semester. For returning students or for students who seek re-admission, all prior balances must be paid. A student will not be re-admitted if there is a financial hold on his/her account. Students must abide by progression policies for their specific programs of study as outlined in the catalog.

To remain in good financial standing, each student must complete all required financial aid procedures, make appropriate arrangements to pay balances remaining after aid is applied, and meet all payment deadlines. Failure to do so will result in the account being delinquent (in default). Students with delinquent balances will have holds placed on their accounts, and they will not be allowed to register and/or attend classes for subsequent semesters nor will they receive grades, transcripts, certificates, diplomas, or other student services. For students in default, testing/exam boards will not be notified of the student's program completion. Also see the Program Progression Policy and College Withdrawal Policy.

The College will make three attempts to collect on a student's account prior to placing it with a collection agency. If the student does not settle the account prior to collections, he/she will be responsible for the College's total cost of collection including collection agency costs, reasonable attorney fees, and any

penalties and interest incurred to collect the account. If Trinity College places the account with a collection agency due to non-payment, a collection agency fee of 25% (33% for second placements) or the maximum amount allowable by law, whichever is lower, will be assessed and will be due and owing at the time of the placement.

Tuition Rates and Fees

Trinity College of Nursing & Health Sciences bases student charges on credit hour tuition (See tuition schedule). Students are responsible for course-related charges and College fees as outlined in the tuition and fee schedule.

Billing and Payment Options

Tuition, fees, and other authorized charges for the semester are billed and available electronically through the student portal, *My Pulse*, by 4:30 PM on the 15th of the month that classes begin. Payment is due the first day of the month following the start of classes (February 1st for spring semester, June 1st for summer semester, and September 1st for fall semester). It is the student's responsibility to review his/her account monthly via *My Pulse* for any outstanding account balance and to notify Business Services if they are unable to access the student portal.

In the event that a student's financial aid, loans, and scholarships do not fully cover tuition and fee charged, students must pay the balance of their account in full or elect to pay their account balance in installments via the Deferred Payment Option (see below). The College accepts cash, checks, Visa, MasterCard, American Express, and Discover. Checks should be made payable to Trinity College of Nursing & Health Sciences and should be mailed/delivered to the College address at 2122 – 25th Avenue, Rock Island, IL 61201-5317. Credit and debit card payments can be made via *My Pulse* or by contacting the Student Services Secretary in person or by phone.

Deferred Payment Option

A student who is not able to make a lump sum payment may select the Deferred Payment Option (DPO). The DPO provides students a way to make payments in equal installments throughout the semester. The student must complete the DPO form prior to the date that tuition and fees are due for the semester. The College reserves the right to refuse late applications for the DPO. The form can be found on the College website (go to Current Students, Forms and Resources, Deferred Payment Option Form), the form can also be completed with the Bursar or Financial Aid Specialist. There is a \$25.00 per semester non-refundable DPO application fee.

If a deferred payment plan is approved, the minimum balance stated on the deferred payment agreement is due by the 1st of each month. Fall semester payments are due the 1st of September, October, November, and December. Spring semester payments are due the 1st of February, March, April, and May. Summer semester payments are due the 1st of June, July, and August (note three payments in summer). If payment is not received by the 1st of each month (as listed above) the account will be charged a \$30.00 late fee for each month payment is late. Questions about the DPO should be directed to the College Bursar at (309) 779-7733.

Service Charge

Students who do not pay their account balance (after financial aid is applied) in full by the payment due date (February 1st for spring semester, June 1st for summer semester, September 1st for fall semester) nor elect to participate in the deferred payment option by the payment due date will be assessed a service charge of \$120.00. This fee will not be waived for students who subsequently enroll in the deferred payment option after the payment due date.

Return of Excess Funds

Refund checks are issued to those students who have a credit balance on their account. Refund checks will be processed weekly for students with a credit balance resulting from financial aid payments, scholarships, or adjustments to tuition charges.

Withdrawal and Account Balances

A student who withdraws from the College and has a balance will be permitted to pay the balance in equal monthly installments of at least \$50.00 per month. The first payment is due 30 days from the date of withdrawal, and the total amount must be paid within six months of the date of withdrawal from the College. A written agreement (promissory note) must be signed and dated with the College Bursar. Missing a single payment is grounds for cancellation of the arrangement, and the account will be placed with a collection agency. Transcripts and other student services from Trinity College of Nursing & Health Sciences will be held until the outstanding balance is paid in full.