


<b>Title:</b> Financial Obligation Policy	
<b>Written by:</b> Director of Business Services	
<b>Date Initiated:</b> 4/2012	<b>Date Revised:</b> 4/2014; 4/2015; 4/2016; 9/2019; 1/2021; 2/2022; 3/2023; 4/2024; 1/2025
<b>Approved by:</b>  <div style="display: flex; justify-content: space-between; width: 100%;"> <div> <u>Chancellor</u>  Date </div> <div> <u>1/12/2016</u>  Date </div> </div>	<b>Governing Board Approval:</b> <div style="display: flex; justify-content: space-between; width: 100%;"> <div> <u>1/12/2016</u>  Date </div> </div>

### **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 starting classes. The Financial Aid Specialist and Business Services Specialist are 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 designated tuition due date of each semester. For returning students or for students who seek re-admission, all prior balances must be paid in full. A student will not be re-admitted if there is an outstanding balance on their 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. Students with delinquent balances will have billing holds placed on their accounts, and will not be allowed to register and/or attend classes for subsequent semesters.

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, they 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 charges tuition on credit hour basis (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**

For the spring semester, payment of tuition and fees is due February 1<sup>st</sup>, for the summer semester payment of tuition and fees is due June 1<sup>st</sup>, and for the fall semester payment of tuition and fees is due September 15<sup>th</sup>. It is the student's responsibility to review their account monthly via *MyPortal* 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/or scholarships do not fully cover tuition and fees 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). Acceptable methods of payments made directly to the College are cash, check, or money order. 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/debit card or ACH checking/savings account payments can be made online via *My Portal*. Question or concerns regarding the online payment process should be directed to the Business Services Specialist at (309) 779-7733.

### **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. The form can also be completed with the Business Services Specialist. There is a \$25.00 per semester non-refundable DPO application fee.

If a deferred payment plan is approved, the agreed upon monthly payment stated on the deferred payment option form is due by indicated date as the form shows. Fall semester payments are due the 15<sup>th</sup> of September, October, November, and December. Spring semester payments are due the 1<sup>st</sup> of February, March, April, and May. Summer semester payments are due the 1<sup>st</sup> of June, July, and August (note only three payments in the summer semester). If payment is not received by the indicated date as listed above the account will be charged a \$30 late fee for each month payment is late. Questions regarding payments and the Deferred Payment Option should be directed to the Business Services Specialist at (309) 779-7733.

### **Service Charge**

Students who do not have their account balance covered (after financial aid is applied) in full by the payment due date (February 1<sup>st</sup> for spring semester, June 1<sup>st</sup> for summer semester, September 15<sup>th</sup> 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**

Stipend checks are issued to those students who have a credit balance on their account. Stipend checks will be processed weekly for students with a credit balance resulting from financial aid payments, scholarships, or adjustments to tuition charges. Stipend checks are mailed directly to the students and cannot be picked up at the College. It is the responsibility of the student to inform Business Services of any changes or updates to their address.

**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. The account can be placed with a collection agency once 90 days delinquency has been met.