CWUR 3-90-200 Payment Plan

(1) Authority: Washington Administrative Code 106-160-970

(2) Purpose

CWUR 3-90-200 is established for the purpose of creating a process to determine if a student is eligible to pay for tuition, room and board, fees and other charges, with the exception of fines and penalties, on a quarterly payment plan. The Student Financial Services department will be responsible for determining eligibility, enrollment, payments and fees for the university’s quarterly payment plan.

(3) Eligibility

All current Central Washington University students with a total balance due of more than $200 for the current quarter are allowed to enroll in this payment plan. Only charges applicable to the current quarter will be eligible for enrollment in that quarterly payment plan. Any exceptions must be reviewed and approved by the Student Financial Services department.

(4) Enrollment

(A) Students must complete an online enrollment form via their SAFARI account each quarter they participate in the payment plan. A $50.00 non-refundable service fee will be charged to students accounts upon enrollment and will be included in the total payment plan balance.

(B) The enrollment form will be available from the 5th through 9th day of instruction each quarter. Students that do not complete the enrollment form during this period will not be eligible to participate in the payment plan for that quarter. Any exceptions must be reviewed and approved by the Student Financial Services department.

(C) After enrolling in the payment plan, students will receive an acceptance notification via their CWU GroupWise email account confirming the terms and conditions of the payment plan.

(5) Payments

(A) Total charges on the payment plan will be divided into a maximum of three equal installments and payments will be due on the 15th of each month of the quarter or (next business day) as follows:

- Fall quarter - October 15, November 15 and December 15.
- Spring quarter - April 15, May 15 and June 8.

(B) All payments must be made by the due date through one of the following options:

- Online, through the student’s SAFARI account using a credit card, debit card or e-check.
- In person, at the Cashiers window (by 4:30PM).
- By mail to the Cashiers Office (but must be received by the due date).

Comment [JG1]: What is basis for this amount?

Comment [CW2]: A hold is placed on a student’s account if the balance due exceeds $200: therefore we wanted to target these students to assist with flexibility on payment.

Comment [CW3]: Jim- the $50/qtr fee is to cover the administrative costs of implementing and administering the plan such as invoicing, setting up the plan, etc. Currently a student pays late fees of $50 at 15 days late and an additional $100 if 25 days late for tuition payments. Housing also charges $50 for payments 10 days late. Also enrollment in the plan is optional and interest free.

Comment [JG4]: I do not understand the reason for this, other than to collect $50.

Comment [CW5]: Jim- see changes to 1st bullet.

Comment [JG6]: Have we considered credit card debits?
(3) Late Fees or Penalties

(A) A payment made 5 days after the due date will be considered late and the account will be assessed a late fee of $20.00. Two late payments may result in the cancellation of the payment plan and future enrollment in a payment plan may be denied.

(B) If the bank returns a payment for any reason, including insufficient funds, unable to locate account, or declined web payment, a $30.00 penalty fee will be added to the student's account for each occurrence.

(C) Should a student become delinquent in meeting the payment plan requirements a hold will be placed on their ability to register for classes and they will be required to disenroll from the plan. In addition, applicable late fees may be applied by those units who allocate fees based on university policy (i.e., registrar, housing, dining late fees as examples).

[Responsibility: _________________; Authority: _________________; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx-xx-xxxx; Approved by: James L. Gaudino, President]