

UAMS Academic Affairs Policy - 3.1.8



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs
Subject: Collection of Student Tuition, Fees and Other Charges
Number: 3.1.8

Date Approved: December 1, 2016
Date Effective: January 1, 2017
Last Review/Revision: July 30, 2024
Next Review/Revision: July 30, 2026

PURPOSE

The purpose of this policy is to establish guidelines and procedures for the collection of student tuition, fees, and others charges.

DEFINITIONS

Tuition: Tuition is defined as payment required for credit-based instruction and related services and is charged to all students.

Fees: Fees are defined as payment required for services that benefit all students and for which all students pay, college-specific charges for services provided to students enrolled within each college, and other charges for specific services that apply to individual students (e.g. application fees, transcript fees, housing fees, fitness center charges).

The Registrar: The Office of the University Registrar and its staff.

The Bursar: The Student Financial Services – Bursar’s Office and its staff.

POLICY

The Student Financial Services - Bursar’s Office is responsible to collect tuition, elective fees and other outstanding charges owed by students per the Tuition and Fee Administration Policy.

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PROCEDURES

1. A late fee may be assessed on student accounts 30 days past due unless the student has an authorized deferment. The late fee is assessed twice a semester.
2. The Student Financial Services - Bursar's Office will notify the student that he/she has a past due account and the need for payment.
3. If a student's account continues to remain past due, the outstanding balance will be placed with an outside collection agency and/or on the State of Arkansas' Debt Setoff Program. The student may be subject to collection and/or legal fees.
4. The Student Financial Services - Bursar's Office will place service indicators on past due accounts to prevent students from registering for classes in the subsequent term or to be cleared for graduation.
5. If a student has a past due balance, courses will be dropped from the term if the balance is unpaid 10 days past the due date. Students may enroll in an officially recognized UAMS payment plan which will allow students to continue in courses. The Bursar's Office may defer tuition and fees up to the amount authorized for a specific academic term for a student whose tuition and fees are guaranteed and will be paid by an outside agency (third party) under a documented agreement. This will go into effect spring 2025.