

## Title: Penalty on Late Payment of Tuition and Mandatory Fees

**Effective Date:** 01/23/2024

**Applies to:** All Students

**Statement:** WesternU's Bursar's Office requires that students settle all tuition and fees by the determined due dates (<https://www.westernu.edu/bursar/tuition/>). All student accounts that are not settled by the tuition due date will be subject to a \$50 monthly late fee.

**Purpose:** To ensure that student accounts are settled in a timely manner.

**Related Information:** All student accounts must be settled by the student's prospective class start date, otherwise the account will be considered past due, and a hold will be placed on their account. Accounts that have tuition and/or fees outstanding will be subject to a \$50.00 late payment fee, assessed every month, until the account is paid in full. Once the account is paid, the Bursar's Office hold will be released. Students may request a waiver, subject to Bursar approval by completing a [Late Fee Wavier Form](#)

### Related Procedure

**Overview:** All student accounts that are not settled by the tuition due date will be subject to penalty fees and may not be permitted to attend classes.

### Procedure Steps:

	Action	Responsible for Implementing
1	When term registration opens, students will be sent an email notification from the Registrar's Office of the tuition due date(s) and late fee assessment dates for the term.	Registrar's Office
2	Once registered, students will receive a Tuition Due Statement outlining the charges and payment due date. The student is responsible to check their activity details page in the my.western.edu portal on the tuition due date to ensure the tuition and mandatory fees have been paid.	Bursar's Office
3	The day following the first day of the class and/or term, students whose past due balances include tuition and/or mandatory fees will be sent an email notification of their account balance AND a \$50/month penalty will be assessed	Bursar's Office

	AND a registration hold may be placed on their account.	
<b>4</b>	If tuition and/or mandatory fees are not settled by the second day of the term, a notification may be sent to the student's department chair requesting that the student be prohibited from attending classes until their balance has been resolved.	<b>Bursar's Office</b>
<b>5</b>	If the account is settled, the registration hold will be removed, and the Student's Department Chair will be notified that the student can return to class. If not settled, the account may be referred to an outside collection's agency.	<b>Bursar's Office</b>

**Related Forms:** [Late Fee Waiver](#)

**Responsible Department:** University Financial Services and Treasury

**Contact:** Executive Director of Student Finance and Revenues

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