



---

EAST TENNESSEE STATE  
U N I V E R S I T Y

---

## **Payment of Student Fees and Enrollment**

**Policy Name:** Payment of Student Fees and Enrollment

## **Policy Purpose**

This policy specifies the East Tennessee State University (ETSU or University) student fee payment and enrollment process.

## **Applicability**

This policy is applicable to ETSU staff and all current and prospective students.

## **Responsible Official, Office, and Interpretation**

The Chief Financial Officer (CFO) is responsible for the review and revision of this policy. For questions about this policy, please contact The Office of Tax and Revenue Services. The CFO, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

## **Defined Terms**

*A defined term has a specific meaning within the context of this policy.*

### Acceptable Commitment

Financial aid or scholarship from an agency or organization which identifies the student and promises to pay the agreed upon Student Fees associated with that student. An Acceptable Commitment occurs when the student has timely submitted their application for financial aid with the reasonable probability of receiving it.

### Student Fees.

Includes all assessed tuition, fees, room, and board.

## Policy Name: Payment of Student Fees and Enrollment

### Policy

#### 1. Student Fees and Enrollment.

- 1.1. All Student Fees assessed by ETSU are due and payable at the time of the [fee payment due date](#).
- 1.2. The University may implement [deferred payment/installment plans](#) allowing students to pay their bill in installments, instead of all at once.
- 1.3. Students will be considered enrolled and counted at ETSU when registered for a credit hour course and:
  - 1.3.1. All assessed Student Fees have been paid by cash, check, electronic payment, or credit card; or
  - 1.3.2. All assessed Student Fees have been paid by ETSU-authorized financial aid; or
  - 1.3.3. The initial minimum payment due under a deferred payment/installment plan has been paid; or
  - 1.3.4. An Acceptable Commitment from an agency or organization approved by ETSU has been received.
  - 1.3.5. A [Veterans tuition and fee deferment](#) has been granted; or
  - 1.3.6. All assessed Student Fees have been paid by a combination of any of the above methods.
- 1.4. All financial aid awarded to a student shall be applied to pay Student Fees before any excess will be distributed to the student.

#### 2. Outstanding Debts and Obligations

- 2.1. Students cannot register for classes at ETSU until all past due debts and obligations to the institution have been paid or an approved individual repayment plan has been executed.
- 2.2. The University has the discretion to allow enrollment when the outstanding obligation is \$600 or less for currently enrolled students.
- 2.3. All outstanding debts and obligations must be fully satisfied under Section 1.3 of this policy by the census reporting day for the semester in which registration with outstanding debt was allowed. In extenuating circumstances, exceptions may be granted with an established repayment plan, when appropriate.

## **Policy Name:** Payment of Student Fees and Enrollment

- 2.4. The University will continue to withhold diplomas, certificates of credit, and grade reports until the student involved has satisfied all debts or obligations, or meets the criteria established in [TCA § 49-7-166](#), as specified in the University Policy, [Collection of Accounts Receivable](#).
  - 2.5. Diplomas, transcripts, certificates of credit, and grade reports will not be withheld for debts that are less than one hundred dollars (\$100). [TCA § 49-7-166](#).
  - 2.6. The University will not withhold student transcripts for any credits funded, in whole or in part, with federal Title IV funds<sup>1</sup>, or for any balances owed due to school error.
3. Late Registration and Returned Payments
- 3.1. The University may establish service charges for late registration and for dishonored and returned payments from financial institutions. Such charges shall become assessed fees for purposes of registration.
    - 3.1.1. If a financial institution dishonors a student fee payment that is not subsequently redeemed in cash or by cashier's check, ETSU may consider that student as being not enrolled for the payment term.
    - 3.1.2. At the discretion of ETSU, the student may be considered enrolled and will be assessed the applicable returned payment fee, the applicable late registration fee, and will be denied grade reports, transcripts and future registration privileges until such dishonored payment is redeemed.
    - 3.1.3. The University may deny future check writing privileges to students that have paid registration fees with checks that are subsequently dishonored and returned. Cashier's checks are acceptable.
  - 3.2. In accordance with these guidelines, the President or appointed designee has the authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances. All such actions should be properly documented for auditing purposes.

---

<sup>1</sup> Title IV funds include, Direct Subsidized/Unsubsidized Loans, Direct Graduate PLUS Loans, Direct PLUS Loans, Pell Grants, and SEO Grants.

**Policy Name:** Payment of Student Fees and Enrollment

## Procedures

[ETSU Bursar's Office](#)

## Applicable Forms and Websites

[ETSU Office of Financial Aid and Scholarships](#)

[Veteran's Deferment Form](#)

[Collection of Accounts Receivable](#)

[TCA § 49-7-166](#)

[34 CFR §§ 668.14\(b\) \(33\), \(34\)](#)

## Authority and Revisions

**Authority:** TCA § 49-8-203, et seq; TCA § 49-7-166; and 34 CFR §§ 668.14(b) (33), (34)

**Previous Policy:** *Payment of Student Fees & Enrollment*

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.