

**BUSINESS  
PRACTICES/FINANCE**

**Effective Date: February  
2010**

**Date Revised: October 1,  
2013**

**Supersedes:**

**Related Policies:**

**Responsible  
Office/Department: Office  
of the Treasurer; Student  
Financial Services**

**Keywords: billing,  
collections, tuition, finance**

## **Policy on Student Accounts Receivables**

### **I. Purpose and Scope**

The purpose of this policy is to establish responsibility and authority for billing, collecting, and administering student tuition, fees, and other charges. It applies to all student-related charges.

### **II. Definitions**

**N/A**

### **III. Policy**

The Board of Trustees approves student tuition and general fees.

The Student Financial Services is responsible for billing, collecting, and processing all student charges. Full payment of tuition, residence hall fees and other related charges are due prior to the start of the term as specified on the original bill. A past due balance may result in a registration, grade, and/or transcript hold. Payments will be accepted for billable charges only. The university is not able to process payments for more than the balance due on the student's account.

Any past due accounts may be referred to the Collections Department.

Approved tuition and fees, including, but not limited to, parking, facilities rental or user fees, may be waived only with the approval of the Treasurer, the VP, Chief Financial Officer, or the President.

Deans and Directors are responsible for notifying the Registrar's and Student Financial Services offices of changes in a student's status on a timely basis.

**IV. Additional Information:**

N/A

**V. Contact Information**

Student Financial Services: 617-373-2270

Treasury Office: 617-373-2240