

UNIVERSITY of WISCONSIN
GREEN BAY

**Non-Payment of Institutional Charges
Policy & Procedures**

POLICY

The withdrawal of students for non-payment of institutional charges can occur if the student fails to contact the Bursar's Student Billing Office or violates the provisions of a payment plan established in accordance with the following procedures.

PROCEDURES

1. The current practice of 'case-by-case' decision-making in the Bursar's office for the application of late fees and establishment of alternate payment plans is authorized until such time as the student's account is two semesters past due or contains any prior term charges in excess of an amount set by the Non-Payment Review Committee (initially \$500) in addition to the current term. An alternate payment plan is defined as a payment schedule that falls outside of the prescribed partial payment plan as outlined in the published Fee Schedule and Timetable. Alternate payment plans will be subject to a monthly interest charge in addition to other applicable late fees and administrative charges. Criteria to be used in making alternate payment plans with students are:
 - a. Pending financial aid or income
 - b. Extenuating and serious personal circumstances that have delayed payment.
2. Students in non-payment status as described in #1 above, will have registration and transcript holds placed and must appeal to the Non-Payment Review Committee to remove the holds.
3. The Non-Payment Review Committee is chaired by the Bursar and includes one representative from each of the following areas:
 - a. Student Services (appointed by the Dean of Students)
 - b. Business and Finance (appointed by the Controller)
 - c. International Student Center (non-voting, to assist international students when needed)
4. 50% of the voting membership will constitute a quorum for hearing appeals.
5. To be eligible for removing a hold or a further extension, a majority of the committee present must approve a student submitted appeal that documents:
 - a. Reason(s) for non-payment
 - b. Plan/means to bring the account current
6. If the committee approves the appeal, the student must sign an agreement based on the plan presented to the committee.
7. Failure to comply with this approved plan will result in reinstating the holds, cancellation of registration, and/or withdrawing the student from classes.
8. Students who have been withdrawn or had holds reinstated by this Committee may re-register only after all past due charges are paid in full.