

CANCELLATION FOR NON-PAYMENT/REINSTATEMENT

POLICY NUMBER: RESERVED FOR FUTURE USE
RESPONSIBLE OFFICIAL TITLE: CHIEF FINANCIAL OFFICER
RESPONSIBLE OFFICE: STUDENT ACCOUNT SERVICES
EFFECTIVE DATE: 7/1/2016
NEXT REVIEW DATE: 7/1/2020
SUPERSEDES POLICY DATED: 2/3/2010

I. POLICY STATEMENT

This policy outlines the minimum payment criteria that must be met by published due dates to avoid course cancellation for non-payment each semester of the academic year.

Course Cancellation for Non-Payment

Minimum payment criteria to avoid class cancellation for non-payment include the following:

1. Full payment by cash, check, credit card, or financial aid as published by NKU's established due dates found each semester at: <https://inside.nku.edu/studentaccountservices/payment-info/installment.html>
2. Enter the NKU Installment Plan. Students who do not pay their bill in full by the original tuition due date will automatically be placed in to the NKU 3-month Installment Plan as stated in the Financial Obligation you agreed to each time you entered the online course registration website. Students entering the 3-month installment plan will be charged a payment plan enrollment fee of \$50.00 and will be charged a 1.25% account maintenance fee each month on the full outstanding balance. In lieu of full payment, a minimum of 50% of the full balance is to be paid on the first of three payment due dates typically the first day of semester classes). 25% of the remaining balance is due thirty (30) days later (second of three payments) and the third and final 25% is due sixty (60) days after the original tuition due date. Accounts must be paid in full by the close of business on that final payment due date to ensure future semester registration.
3. Students dropped for non-payment will have access to the online course site removed and should not be attending courses until the full financial obligation for the semester has been satisfied.

Financial Hold: Students enrolled in the NKU Installment Plan who do not pay 50% of the total charges within the first two weeks of the semester will be placed on "Financial Hold". Students placed on "Financial Hold" will be given ten (10) business days to bring their account into compliance. Those who remain on "Financial Hold" after ten (10) business days will have their classes cancelled for non-payment. Students who have their classes cancelled as a result of non-payment are responsible for 100% of their original bill.

Students who fail to have their financial aid in place when the semester begins will be responsible for paying their bill in accordance with options 1 or 2 above and can later receive their financial aid as a reimbursement.

Students who register and later change their plans for attendance should not rely on the cancellation for non-payment or cancellation for non-attendance processes to complete

administrative drops for them. Any student who no longer wishes to be enrolled must drop their courses via myNKU and officially withdraw for accurate determination of their financial obligation to the university, if any.

Class Reinstatement for Courses Cancelled from Fall or Spring Semesters

Students who pay 100% of their bill within three business days of the cancellation for nonpayment will be reinstated to their entire schedule without instructor signatures. Reinstatement beyond three business days of the cancellation for non-payment will require 100% payment and all specific class instructor’s signatures. Students cannot be reinstated after the last day to receive a W grade for the full session of the semester in which they were dropped for nonpayment. 100% of payment is required prior to receiving the reinstatement form to gain instructor signatures. All reinstatements are subject to a \$100 reinstatement fee.

Summer De-Registration

NKU does not generate the cancellation for non-payment during the summer semester; however, any student account with a delinquent balance owing after the final published due date of the summer semester will be de-registered from all the upcoming fall semester courses. Fall course de-registration will occur at a minimum of five days prior to the start of the upcoming fall semester. The student remains responsible for the full amount of the summer semester charges. All fall semester charges will be removed for those courses de-registered prior to the start of the fall term.

II. ENTITIES AFFECTED

Campus Community, Students, Faculty, Staff, Parents/Payers

REVISION HISTORY	
REVISION TYPE	MONTH/YEAR APPROVED
Minor edits & corrections to punctuation & formatting <ul style="list-style-type: none"> - in item #3, removed bolding and changed “Blackboard access” to “access to the online course site” 	August 5, 2019
Revision	July 1, 2016
New Policy	February 3, 2010