

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Tuition Payment Plan Policy
FPU Policy Number: FPU-4.0043P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: September 3, 2014
Date Revised:
Responsible Division/Department: Finance and Planning
Initiating Authority: Bertha Alexander, Executive Director, Finance and Planning

A. **APPLICABILITY/ACCOUNTABILITY:** This policy is applicable to all students currently registered for classes at Florida Polytechnic University.

B. **POLICY STATEMENT:** The University offers students the ability to make payment installments over the course of the semester for the tuition and related fees incurred in that semester. Students may make 5 payments for Fall and Spring semesters, and up to 2 payments for Summer C semester.

C: **DEFINITIONS:**

“Tuition payment plans” or “plans” are plans that enable students enrolled at Florida Polytechnic University to pay their tuition & related fee charges over the course of the semester. Payments for the Fall and Spring semesters may be made in up to 5 installments. Payments for Summer C semester may be made in 2 installments. There are no payment plans available for Summer A and B Semesters.

D: **PROCEDURES:**

1. The student must be registered at Florida Polytechnic University to enroll in the tuition payment plan.
2. The tuition payment plan does not cover prior unpaid balances.
3. There is a non-refundable \$15 tuition installment fee to enroll in the plan per FPU-4.001.
4. The University reserves the right to assess a \$100 late fee for any installment payments made after the due date per FPU-4.001.
5. The plan requires that all credits to the account (i.e. financial aid) be applied to unpaid balances.
6. Plan amounts may increase/decrease based on any changes to the student’s account.
7. If an installment payment is made by check, and the check is returned unpaid, such will result in removal of the account from the payment plan. The balance will be due in full.
8. A student’s failure to make an installment payment timely provides sufficient cause for the University to withhold the student’s diploma and/or transcripts, suspend all university services and privileges, and revoke registration.
9. Payments for the Fall and Spring semesters may be made in up to 5 installments. Payment for Semester C may be made in 2 installments. All payments must be received timely and in accordance with the terms of the plan, with the final payment made no later than the last day of class for that semester.

10. Students will be placed on hold after one month of nonpayment, and the tuition payment plan will be canceled after three (3) consecutive months of nonpayment.

11. Students who wish to participate in the tuition installment payment plan will submit the Tuition Payment Plan Application to the Bursar's office on or before the end of the Drop/Add period.

POLICY APPROVAL

Policy No.: FPU-4.0043P

Initiating Authority

Date

Policies & Procedures Review Committee Chair

Date

President/Designee

Date

Approved by FPU BOT, if required

Date

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE
OFFICE OF THE GENERAL COUNSEL**