

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

13.99.99.P0.01 Installment Carrying Fee

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1. Definition and Purpose

The installment carrying fee is assessed to each student that elects to pay their tuition and fees on the statutory authorized installment payment plan. The fee is non-refundable after the add/drop period. The revenue generated from the fee is used to underwrite the costs associated with operating the installment payment plan.

2. Procedures

2.1 The installment carrying fee is assessed to all students in an automated fashion by the student information system (SIS+).

2.2 The installment carrying fee is removed for all students who have paid by the state mandated pay date (i.e. 20th class day for Fall/Spring, 15th class day for summer).

2.3 The Manager of Treasury Services is responsible for ensuring the approved rates are assessed.

2.4 Requests for waivers of this fee are considered on a case-by-case basis by the Controller.

2.5 The revenues from the fee assessment are credited to the Fiscal Affairs Department local operating account (2-22210).

Contact: Manager of Treasury Services