

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

13.99.99.P0.02 Installment Late Fee

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1. Definition and Purpose

The installment late fee is assessed to each student who fails to pay their second or third installment on tuition and fees by the installment due date. The fee is non-refundable. 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 late fee is assessed in an automated fashion by the student information system (SIS+) to all students with a balance due after the installment due date.

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

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

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

Contact: Manager of Treasury Services