

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 3.5.4

Reviewed: August 14, 2017

SUBJECT: DEFAULTS ON STUDENT INSTALLMENT TUITION PAYMENTS

The failure to meet the installment tuition payment obligations by the last day of final exams places the student in financial arrears with the university and is handled as follows:

1. The student remains as a valid student enrolled on a university campus and the instructor assigns a qualitative grade on the official grade sheet.
2. The qualitative grade assigned by the instructor is entered as an official grade on the student's transcript and remains as such in perpetuity even if the student fails to complete all payments.
3. A hold is placed on the student's record, which prevents both release of the transcript and further registration.
4. If payment is made after the deadline, the hold is released. However, the only way grades are officially released to the student is by means of a transcript requested by and paid for by the student.

Contact for Interpretation: Chief Financial Officer

This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017