

### **Quarterly Policy**

It is SUS policy, to require all balances to be satisfied in full each quarter. Per the tuition agreement and academic catalog, students are responsible for making all payments prior to the last day of the quarter.

Each student is required to have a financial plan completed prior to registering for future terms. The financial plan should provide for coverage of all estimated educational costs for the full academic year. If a financial plan is not in place with sufficient pending aid, the student should be placed on Hold and should not be allowed to register for future terms. A hold should be in place prior to registration being opened for the next term. Holds are not to be removed until the student has a valid financial plan on file. Holds are only to be removed by designated staff.

If a student has a balance remaining at the end of the quarter, the balance must be paid in full or have sufficient pending aid to cover the balance before the student can attend future quarters. All pending aid must be received and the prior quarter balance satisfied within 45 days of the end of the prior quarter. If a prior quarter balance remains beyond 45 days after quarter end, the student may remain enrolled only with Campus Director approval and the student must be placed on Hold and prohibited from registering for future courses until the balance has been resolved.

### **Academic Year Policy**

It is SUS policy, to require all balances to be satisfied in full each quarter. Per the tuition agreement and academic catalog, students are responsible for making all payments prior to the last day of the quarter. However, SUS understands at times balances may remain from quarter to quarter within an academic year due to the nature of the aid being received. Thus, policy will allow a student to carry a balance within an academic year as long as the following conditions are met:

- 1) Each student is required to have a financial plan completed prior to registering for future terms. The financial plan should provide for coverage of all estimated educational costs for the full academic year. If a financial plan is not in place with sufficient pending aid, the student should be placed on Hold and should not be allowed to register for future terms. A hold should be in place prior to registration being opened for the next term. Holds are not to be removed until the student has a valid financial plan on file. Holds are only to be removed by designated staff.
- 2) If a student has a balance remaining at the end of the academic year, the balance must be paid in full or have sufficient pending aid to cover the balance before the student can attend future quarters. All pending aid must be received and the prior quarter balance satisfied within 45 days of the end of the academic year. If a prior quarter balance remains beyond 45 days after quarter end, the student may remain enrolled only with Campus Director approval and the student must be placed on Hold and prohibited from registering for future courses until the balance has been resolved.