



BOISE STATE UNIVERSITY

University Policy 6060

Student Indebtedness

Effective Date

March 1982

Last Revision Date

February 07, 2022

Responsible Party

Chief Financial and Operating Officer and Vice President for Finance and Operations,
vpcfo@boisestate.edu
Student Financial Services, sfinfo@boisestate.edu

Scope and Audience

This policy applies to all students.

1. Policy Purpose

To describe a student's responsibility to pay all tuition, fees, and other costs assessed as a result of registration and/or receipt of services and to provide the University's process for collecting student past due debt.

2. Policy Statement

Boise State University is committed to providing a supportive and enriching learning environment for its students. To facilitate this commitment, all registered students are assessed tuition, fees, and other costs as a result of registration and/or receipt of services which are used to support programs and services that directly benefit students.

3. Student Indebtedness (Tuition, Fees, and Other Associated Costs)

- a. A student accepts full responsibility to pay all tuition, fees, and other associated costs assessed as a result of registration and/or receipt of services.
- b. A Student who drops or withdraws from some or all of the courses for which they registered (see University Policy 3110 - Student Complete Withdrawal from the University) will be responsible for paying all or a portion of their tuition and fees in accordance with the published tuition refund schedule on the [Academic Calendar](#).
- c. A Student who fails to attend class or who does not receive a billing statement is not absolved from financial responsibility as described in this section.

3.1 Financial Hold

The University may place a hold on a student account as a result of outstanding financial obligations with the University. The minimum threshold for a financial hold is \$500 (see University Policy 3200 - Registration and Transcript Holds). This could include, but is not limited to unpaid fees; canceled or reduced, or eliminated aid; failure to sign a promissory note; or not returning borrowed equipment or books.

3.2 Late Fees

A student who fails to pay their student account bill (or any other amount due and owing over \$50 to the University for all debts combined), by the scheduled due date will have their account assessed a late payment fee. The late payment fee will be \$10 per month or 1.75% of the past-due balance per month, whichever is greater, until the balance owed the University is paid in full or the account is sent to external collections, at which time, all but the last three (3) late payment fees will be removed.

4. External Collections

- a. The University may refer a delinquent account to an external collection agency for failure to pay the student account bill, or any amount due, by the scheduled due date unless acceptable payment arrangements are made with Student Financial Services or the appropriate department to bring the account current.
- b. A collection fee will be assessed and will be due in full at the time of the referral to the third-party collection agency. The collection fee will be calculated at the maximum amount

permitted by applicable law, but not to exceed 33% of the outstanding amount owed to the University at the time the account is referred to the collection agency.

- c. A delinquent account may be reported to one or more of the national credit bureaus.

5. Right of Fee Appeal

A Student who withdraws from one or more courses and/or who moves out of a Residence Hall due to special circumstances has the right to appeal such charges due to the University through Student Financial Services' [student fee appeal process](#). The decision to approve or deny the appeal will be based on the following:

- An extenuating circumstance making it impossible for the student to comply with a policy or requirement.
- An undue hardship resulting from a strict application or interpretation of a policy or requirement.

An extenuating circumstance must be beyond the student's control, and the undue hardship must be a condition beyond a simple inconvenience.

6. Forms

Fee Appeal Form

<https://www.boisestate.edu/financeandoperations/university-fee-appeal-form/>

Financial Responsibility Agreement

<https://www.boisestate.edu/registrar/registration/academic-and-fee-policy/>

7. Related Information

Academic Calendar

<https://www.boisestate.edu/registrar/boise-state-academic-calendars/>

Academic and Fee Policy

<https://www.boisestate.edu/registrar/home/registration/academic-and-fee-policy/>

University Policy 2110 (University Housing - Eligibility)

University Policy 3200 (Registration and Transcript Holds)

University Policy 3110 (Student Complete Withdrawal from University)

Revision History

July 1995; February 07, 2022