

Westfield State University

Policy concerning:

Section Administrative

number 0100

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APPROVED: September 1985

REVIEWED: April 2007

PAYMENT OF BILLS

PURPOSE

To define the method of payment and the consequences of late payments.

POLICY

1. The University expects that all bills will be satisfied by the due date as stated on the bill. Generally, bills can be satisfied in one of the following three ways:
 - a. A student may pay his/her bill in full;
 - b. A student has financial aid, scholarships, waivers, etc., which, with or without payment, will cover the bill;
 - c. A student or parents may have a contract with the Westfield State University Installment Payment Plan and such contract will satisfy the bill.
2. Bills not satisfied by the due date will be assessed a late payment fee of \$100.00.
3. Failure to meet these requirements will result in administrative withdrawal from the University. Students will lose all rights and privileges as students at Westfield State University and will not be allowed reinstatement until the beginning of the next academic semester and upon payment of a \$50.00 re-entry fee.

REVIEW

This policy will be reviewed annually by the Vice President for Administration and Finance.