

SUPPLEMENT II

STUDENT DEBT PROCEDURES

These procedures are posted on TritonLink.

http://www.ucsd.edu/current-students/_organizations/sbs/debt.html

I. FEE ASSESSMENT

- A. Student fee charges are assessed and due on the due date of the first billing statement in which the charge appears. The billing is considered delinquent if paid after that due date.
- B. If the student fails to resolve the debt, the student will be barred from future registration and official academic transcript requests.
- C. Exceptions include enrollments in Student Emergency Loans and the Triton Registration Fee Installment Payment Plan (TRIP), which are due as specified on the appropriate statement.
- D. A Time Payment Agreement (TPA), subject to Student Business Services Office approval, will not remove the bars (holds), but may hold off the collections due process.

II. HOLDS

Holds restrict access to future goods and services, such as registration in classes, and are placed on student accounts after an account is deemed delinquent.

III. LATE FEES

UCSD maintains a late charge program for student accounts. The Student Business Services office reserves the right to waive a late charge.

Late fees:

- A. Are assessed on past due accounts of \$50 or more.
- B. Amount to \$25 per month for up to three months.
- C. Are not assessed on outstanding voluntary donation charges such as CalPirg.
- D. Are not assessed on outstanding billing statements if the late charge is the only detail outstanding.
- E. Are not charged for late registration or similar reasons when a late charge has already been assessed (a late charge will be assessed on the second billing if the bill which had the late fee remains unpaid).
- F. Are not charged on a bill when the student delinquency was caused by a delinquency of the University.

V. STUDENT REFUNDS

- A. A credit generated by financial aid will generate automatic refunds. Any other overpayments will be held in the account until there is no activity in the account for 12 months. An automatic refund will then be initiated.
- B. Credits from overpaid Title IV financial aid payments are refunded to the Department of Education.
- C. Refunds of less than \$20 are not automatically refunded. Submit your request to the Student Business Services Office. Account credits of less than \$20 will remain in your student account 12 months before they are removed from the system.

VI. COLLECTION AGENCIES

Delinquent accounts may be turned over to external contracted collection agencies of the University. Students are liable for the additional collection costs incurred to collect the debt.

VII. RETURNED CHECKS

A notification letter is sent to the account holder for returned checks (i.e. NSF, account closed, stale dated). The account is charged for the returned check amount plus a \$35.00 return check charge.

VIII. DISPUTES

A student should first dispute the charge with the originating office of the charge.

If there is still dispute of the charge after talking with the department, contact Student Business Services, (858) 822-4727, to discuss an administrative hearing.

- A. An administrative hearing is an informal proceeding without attorneys, and the technical rules of evidence do not apply.
 - 1. Disputed charges under \$200 are reviewed by an impartial University representative.
 - 2. Disputed charges over \$200 are reviewed by a three-person committee, including a student body representative.
- B. The student must be registered during the current or previous quarter to request a hearing.
- C. The charge will be placed on hold, and the University will take no collection action or sanction until a ruling is rendered.
- D. The student can present witnesses and documentary evidence.
- E. The student can question the representative of the department that placed the charge.
- F. The representative or committee will render a decision after the hearing regarding either the total or a portion of the debt. SBS will notify the student and the department of the decision.

If the student is found to owe any charges, they must pay within 30 days after the ruling or SBS will take action to collect the debt.