



<b>Policy Title</b> Student Billing/Payment	<b>Effective Date</b> 10/11/16	<b>Policy Number</b> FS-066
<b>Responsible College Division/Department</b> Financial Services	<b>Responsible College Manager Title</b> Chief Financial Officer	
<b>Policy Statement</b>		
<p>Lakeshore Technical College offers numerous payment methods to assist students in finding an option or plan that meets their financial needs.</p> <p>Students are responsible for any unpaid balance after financial aid, third party authorization, employer, or agencies have made payment.</p> <p>Balances not paid in full by the due date may be subject to:</p> <ul style="list-style-type: none"> <li>• A late fee payment of \$30 per month for up to three months (Maximum late fee of \$90)</li> <li>• Associated collection cost, referral to a collection agency</li> <li>• Referred to State Debt Collection (SDC) or Tax Refund Intercept Program (TRIP)</li> <li>• Not allowed to register for future courses</li> <li>• The withholding of transcripts, diploma, and services</li> <li>• Referral to Financial Coach</li> </ul>		
<b>Reason for Policy</b>		
Consistent and fair treatment of all students.		
<b>Cross References and Legal Review</b>		
<p><b>Leadership Team Approval: 10/11/17</b></p> <p><b>Review/Revised: 9/19/2017</b></p> <p><b>Legal Counsel Review and Approval: n/a</b></p> <p><b>Board Policy: III.A. General Executive Constraint, III.B. People Treatment</b></p>		