

LAWRENCE MEMORIAL/REGIS COLLEGE
Admission and Progression Policy

Payment Policies

Billing:

Students will be billed for tuition and fees prior to each semester/summer session in which they are enrolled. The timely payment of tuition and fees is the student's responsibility. Bills are payable by the due date schedule listed below:

Semester/Session	Bill Mailed	Bill Due Date
Fall	Mid-June	July 15 th
Winter	At time of registration	At time of registration
Spring	Mid-November	December 15 th
Summer	At time of registration	May 1 st

The discharge of all financial obligations is prerequisite to class entry, promotion and graduation. Students will not be considered enrolled in the Program until tuition and fees are received or a payment plan contract is in place.

Students receiving financial aid must pay any remaining balance not covered by financial aid, by the above due dates. Students' financial aid is not considered final until students have completed all necessary paperwork to ensure disbursement of funds.

****Late accepts to the Program:** Students accepted after the published semester bill due dates, will be given two (2) weeks to make their payment or payment plan arrangements.

Payment Options:

Cash, check or debit/credit card: Students may pay their bill in full by the above bill due dates. Acceptable payment options include cash, check or debit/credit card.

Monthly Payment Plan: Students may also pay tuition and fees through a monthly payment plan administered by the Bursar. Payment plans are available for the Fall and Spring semesters only. There is a \$50 / semester Payment Plan Service Fee (PP fee) that must be paid at the time of signing up for the plan. Re-enrollment is required each semester. Payment plan schedule is listed below:

Fall Semester	Spring Semester
July 15 th – 25% of tuition balance + \$50 PP fee	December 15 th – 25% of tuition balance + \$50 PP fee
August 15 th – 25% of tuition balance	January 15 th – 25% of tuition balance
September 15 th – 25% of tuition balance	February 15 th – 25% of tuition balance
October 15 th – 25% of tuition balance	March 15 th – 25% of tuition balance

Students that are late on their payment plan will be charged late fees based on schedule below:

1st time late = \$50

2nd time late = \$100

For example: Payment due August 15th. If not paid by September 1st a \$50 late fee will be assessed to the student's account. Next payment due September 15th. If not paid by October 1st an additional \$100 fee will be assessed to the student's account.

Removal from Payment Plan: Any student that is late more than two (2) times will lose their privilege to utilize a payment plan for subsequent semesters. All future semesters will need to be paid-in-full by the tuition due date.

Private Educational Loans/PLUS Loan: In many cases, students need to borrow additional loans after exhausting their Federal Stafford Loan eligibility (we recommend students first apply for financial aid and borrow with federal student loans). Information regarding private educational loans can be found at www.finaid.org. LM/RC does not endorse any individual lender. Students who have questions regarding private loans are encouraged to contact the Financial Aid Administrator.

Delinquent Accounts/Bursar Holds

Any student that has not satisfied their financial obligations to the Program will have a Bursar hold placed on their account, which may have the following consequences:

- Grades, transcripts and diplomas will be withheld
- Blocked from future course registration
- Assessed a late fee
- Dropped from class and/or clinical
- Be referred to a collections agency. The student may be liable for the outstanding balance, collection costs, and any legal fees incurred by the Program during the collection process. LM/RC has the right to report accounts placed with collections agencies to the credit bureaus.

Return Check Fee:

The return of a check (electronic or paper) issued to Lawrence Memorial/Regis College will result in a \$25.00 returned check fee being placed on the account of the student on whose behalf the check was presented for each returned check, no matter the reason.

Each account will be allowed two (2) returned checks after which payment by check will not be accepted. This includes returned electronic payments. Written notification on how to resolve the returned check will be sent to the person whose account was affected. A hold will be placed on the account affected until the returned check has been redeemed.

Important Note: A returned check may automatically result in a hold on the account affected, which may preclude participation in any or all of the following activities: further check writing privileges, class registration, receipt of grades, issuing transcripts and/or diplomas.

Returned Check Payment Methods

1. Cash: Pay in person at the Bursar's Office. Obtain a cash receipt for your records. DO NOT MAIL CASH.
2. Certified Funds: Make cashier's check, money order, or other certified funds payable to Lawrence Memorial/Regis College. Include your name, current address and phone number on the face of the check.
3. Deliver in person or mail certified funds to:
 - Lawrence Memorial/Regis College
 - Attn: Bursar's Office
 - 170 Governors Avenue
 - Medford, MA 02155

Withdrawal from Program:

Students have 30 days after withdrawing from the Program to pay any outstanding balance.

Billing disputes:

Discrepancies in your bill should be addressed in writing to the Bursar. Include your name, permanent home billing address, email address, dollar amount in question, and any other information you believe is relevant. If there is a billing problem, pay the undisputed part of the bill to avoid responsibility for any late fees or financial holds. Disputes must be made within two (2) months of the final date of the semester charges being disputed.

Adopted 1/17

Approved by Faculty Organization:
1/17

Reviewed:

Revised:
Administrative Comm.: 1/17