

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NO: IV:01**

**DATE: May 1, 1987**

**REVISION/REVIEW DATES: Mar 1993, May 1997, Aug 2003, July 2004, May 2014**

**SUBJECT: Student Obligations**

**APPROVED: William A. Meehan, President**

**PURPOSE**

This policy is to identify the obligations borne by students at JSU. The policy is also to establish the University mechanism for adjustment to student accounts charged for confirmed classes, primarily by financial aid, and then subsequently cancelled.

**POLICY**

Prior to the end of a semester, students are expected to satisfy all financial obligations to the University. These obligations may include:

- **Traffic fines**
- **Library fines and the return of all materials**
- **Housing damage assessments**
- **Personal checks written with insufficient funds**
- **Other outstanding financial obligations**

Students failing to satisfy outstanding financial obligations may not register for a subsequent semester, and will not have requests for their official transcripts honored.

**Student Financial Responsibility**

Students are required to pay tuition, fees, housing, and meal plan (if applicable) charges by the published due date to confirm their registration. Accounts may be paid by mail, credit card (VISA, MasterCard or Discover), web electronic checking/savings through MyJSU, or at the University's Office of Student Accounts (Room 245 Angle Hall).

In the event a student fails to satisfy a financial obligation to the University and the debt is referred to an outside attorney or agency for collection, in addition to the debt (principal plus applicable interest), the student will be responsible for all costs, charges, and expenses incurred by the University, including attorney's fees and/or collection agency fees and expenses, not to exceed thirty-three and one-third percent (33.3%) of the debt, plus litigation expenses and court

costs, if applicable. Debts owed the university may be referred out for collection as accounts or, where litigation has concluded, as judgments. Delinquent accounts may accrue interest at the contract rate or, where none is stated, at the maximum rate allowed by Alabama law. Any judgment obtained in favor of the University will accrue interest at the rate set by Alabama law for unpaid judgments. By providing your telephone number to JSU, you agree and give express consent that the University or anyone working on its behalf, including third party vendors, may contact you at the number provided by manually dialing the number or by using automated dialing technology.

### **Financial Aid Award Notification**

The award notification sent to a student via email on MyJSU states that it is to be accepted/declined within 14 days of the date of the email for fall, spring, and all summer terms. If the award letter notification is not accepted/declined, an email will be sent by Student Financial Services stating that the award has been cancelled and the student will be responsible for the total amount of the charges. Student Financial Services will send a list to the Office of Student Accounts and the Housing Office. The Office of Student Accounts will place the student's account into the collection process. The Housing Office will begin the eviction process.

Students scheduled to receive financial aid but who have dropped to below half-time status will be handled on a case-by-case basis. If no longer eligible, Student Financial Services will send an email to the student notifying them that the award has been cancelled, and that they will be responsible for the total amount of the charges. Student Financial Services will notify the Office of Student Accounts and the Housing Office. The Office of Student Accounts will place the student's account into the collection process. The Housing Office will begin the eviction process.

### **Students Who Become Ineligible**

If it is determined that aid cannot be paid the award will be cancelled. A letter will be sent to the student notifying him/her that their aid has been cancelled and they will be responsible for the total amount of charges. A copy of the letter will be sent to the Office of Student Accounts and the Housing Office. The Office of Student Accounts will place the student's account into the collection process. The Housing Office will begin the eviction process.

Students whose aid has been awarded but has not been paid is reviewed by the Office of Student Financial Services to determine if aid is payable. If aid is payable, Student Financial Services will make adjustments to allow payment to be made.

### **Satisfactory Academic Progress**

For students whose classes are confirmed by acceptance of aid, but who do not meet satisfactory academic progress, aid will be cancelled. Satisfactory academic progress will be evaluated at the end of the spring semester for potential cancellation of summer awards, and at the end of the summer term for potential cancellation of fall awards. Students will then have the opportunity to file an appeal for financial aid reinstatement. If the appeal is denied, an email sent by Student Financial Services will notify the student that charges are due. A copy of the notification will be sent to the Office of Student Accounts and the Housing Office. The Office of Student Accounts will place the student's account into the collection process. The Housing Office will begin the eviction process.

### **Cancellation of Scholarship**

The office initiating the scholarship will notify by email the Scholarship Office in Student Financial Services of the cancellation of scholarships. The scholarship office will make necessary adjustments to the student account and forward the email to the Registrar's Office, the Office of Student Accounts, the Residence Life & Housing Office, Campus Bookstore (Barnes & Noble), and Campus Dining (Sodexo). If pre-registered classes were confirmed by a scholarship award, the Registrar's Office will cancel the registration.

It is the responsibility of the initiating office to also notify the student by email or letter that the scholarship has been cancelled.

Scholarships cannot be cancelled after the semester begins unless approved in writing by the Controller. If cancellation is approved, the Office of Student Accounts will place the student's account into the collection process.

### **Evaluation of Achievement**

The Office of Student Accounts will monitor student obligations for payment in most cases. Records of students confirmed by financial aid that are subsequently cancelled will be monitored by Student Financial Services. This office will initiate the administrative withdrawal, if

required.

**RESPONSIBILITY**

The Vice President for Finance & Administration is responsible for this policy.

**EVALUATION**

This policy will be reviewed biennially by the Office of the Controller.