

# Tuition Payment Policy

## Scope

Applies to Mayo Clinic College of Medicine and Science (MCCMS) students, when they are paying their tuition bill.

Applies to the MCCMS registrar when determining if a student is eligible to register for a course.

Applies to the MCCMS bursar when collecting student tuition fees.

## Purpose

To comply with Title IV of the Higher Education Act 1965 (as amended).

To provide rules for collecting tuition and other fees from students enrolled in MCCMS, including Mayo Clinic Graduate School of Biomedical Sciences (MCGSBS), Mayo Clinic School of Medicine (MCSOM), and Mayo Clinic School of Health Sciences (MCSHS).

## Policy

- The bursar will generate and send all invoices electronically.
- Residual financial aid funds in excess of college charges will be disbursed to students no later than 14 business days after the credit balance is created.
  - If students have signed up for direct deposit, funds will be transferred electronically to the bank account on file.
  - If students have not signed up for direct deposit funds will be issued to the student via paper check.
- Pre-payments for tuition and fees are not accepted. Any payments made toward \$0 account balance will be refunded to the student in the same payment type used.
- MCCMS students must maintain a current email address with MCCMS for billing purposes.
- Students must pay in full by the due date listed in the invoice.
- The bursar will place holds on the student's account if the invoice is not paid by the due date.
- The bursar will notify a student's program director if payment is not made within 30 days past the due date. This notification will request further student outreach.
- Students with outstanding balances from a prior billing cycle will not be allowed to begin a subsequent term or to register for future courses and clerkships.
- The registrar will not generate transcripts for any student with an unpaid balance.
- The bursar will refer students unable to meet their financial obligations to their respective Financial Aid Office to discuss potential funding options.
- The bursar will refer past due accounts to outside collection agencies when appropriate.

## **Policy Notes**

N/A

## **Related Procedure(s)**

[Tuition Billing Procedure](#)

## **Related Document(s)**

[Return of Title IV Funds \(R2T4\) Policy](#)

[Withdrawal and Tuition Refund Policy](#)

## **Definitions**

**Title IV of the Higher Education Act of 1965:** the section of the Higher Education of 1965 that authorizes the use of federal financial aid funds.

## **References**

[Title IV of the Higher Education Act 1965](#)

## **Effective Date Current Version**

12/27/2017