

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](#)

Owner

David Dahlen behalf of MCCMS Policy Workgroup

Contact

Marcy Landswerk, Operations Specialist

Revision History

Date	Synopsis of Change
12/25/2017	Added statements on excess funds and pre-payment.
1/23/2017	Approved by MCEC
12/21/2016	Approved by MCCMS Policy Workgroup
12/20/2016	<ul style="list-style-type: none"> • Updated the policy to the latest template. • Updated scope to include both when it is applicable to students and sections on the Registrar and Bursar. • Changed: "Until such time as the balance is paid in full, students will not be allowed to register for future courses or clerkships. If a student has an outstanding balance owed from a prior billing cycle, the student will not be allowed to begin a subsequent term. Registration holds will be placed on all

	<p>accounts 60 days or more past due," to: " Students with outstanding balances from a prior billing cycle are not allowed to begin a subsequent term or to register for future courses and clerkships."</p> <ul style="list-style-type: none"> • Added these policy statements: <ul style="list-style-type: none"> ◦ The bursar will generate and send all invoices electronically. ◦ The registrar will not generate transcripts for any student with an unpaid balance. • Removed Procedure section, and used this information to create a new Tuition Billing Procedure. • Added "Tuition Billing Procedure" to Related Procedures section. • Added Marcy Landswerk as Contact.
	Approval for need to establish document: Longstanding policy.

Content Information

Contact: Dahlen, David L.

Content ID: DOCMAN-0000140167

Release Date: 12/27/2017

Site(s): Arizona, Florida, Rochester

Workflow Reviewer Name(s): Flom Murphy, Melissa A., J.D.

Workflow Approver Name(s): Dahlen, David L.

Next Review Date: 01/22/2019

Comments:

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