1. Purpose

The purpose of this regulation is that the North Carolina Office of the State Controller requires each university to implement procedures to collect tuition, fees, and other charges in a prompt manner. It is the responsibility of the student to pay charges on the student’s account by the university’s published due date. It should be communicated to students that non-payment of student account balances will result in prevention of class registration for future terms and the withholding of official transcripts and diplomas. The university should have published deadlines and due dates for student accounts as well as established late fees and interest charges.

2. Scope

This regulation applies to all past due student accounts owed to NCCU.

3. Interest & Late Penalty fees for delinquent accounts

3.1 According to the State of North Carolina General Statute 147-86.23, a state agency shall charge interest at the rate established pursuant to G.S. 105-241.1(i) on a past due account receivable from the date the account receivable was due until it is paid. A state agency shall add to a past due account receivable a 10% late payment penalty as determined by the Attorney General’s Office. A state agency may waive a late-payment penalty for good cause shown. These late fees and interest rates should be posted to the Student Accounts Office website and communicated to students via their student accounts.

3.2 Interest should begin to accrue on all delinquent accounts at the time the account was due and continue to accumulate until the delinquent portion of the account is satisfied. The university should contact the North Carolina Department of Revenue for the established current interest rates.
4. **Holds**

4.1 The university should use registration and transcripts holds on the student’s account as a way to collect on past due accounts. Additionally, the university may use diploma holds. The hold should not be released from the account until the balance paid in full.

4.2 An official transcript hold should be placed on a student account if the balance is not paid by the due date for the charge. Transcripts should not be granted until the outstanding bill is resolved and the hold is removed from the account.

4.3 A registration hold should be placed on a student account if the balance is not paid by the due date for the charge. Until the outstanding bill is resolved and the hold is removed, the student will not have access to registration or be able to add a class.

4.4 If a student has a past due account, a diploma hold allows the university to hold a student’s diploma until the past due account is resolved.

5. **Cancellation**

If satisfactory payment arrangements have not been made by the end of drop/add, those classes will be dropped from the system for non-payment. The payment deadline will be published on the university website.