

University of Bridgeport
Student Enrollment and Financial Responsibility Policy

Payment of charges

Students are responsible for all charges incurred upon registration. Charges generally include tuition, fees, housing meal plans and other miscellaneous costs. Students must make acceptable payment arrangements no later than the first day of class. Acceptable payment arrangements are as follows:

- Payment in full
- Approved financial aid covering all charges
- Participation in an approved third-party payment agreement
- Enrollment in an approved payment plan

A student who complies with the above shall be considered in good financial standing, as long as all terms and conditions are met throughout each semester. All payment arrangements must be satisfied in full to receive grades, transcripts, diplomas and receive future services.

Delinquent Accounts/Collection

Two weeks after the first day of class, past due student accounts are considered delinquent in nature. In order to continue in the classes for which a student has registered, a student with a delinquent balance must make immediate payment in full or agree to and fulfill the terms of the Past-Due Tuition Repayment Agreement. If a student fails to timely satisfy the terms of his or her financial responsibility agreement, the University may in its absolute discretion cancel registration or refer delinquent past due balances to an outside collection agency, where additional fees and penalties will be charged to the account, as permitted by law.

Holds

Holds will be placed on students' accounts for students who are not meeting their payment plan agreements and/or have any remaining balance due on their accounts. The hold will prevent the student from; registering for additional terms, adding or dropping courses, accessing their grades, requesting transcripts, receiving their diplomas and having access to other University services. The hold will not be lifted until the balance is paid in full.

Late Payment Charges

A late fee of \$75 will be assessed each month to any past due account. The fee will be charged every 30 days until balance is paid in full.

Communication

Method of Communication: UBMail (powered by Google) is the official method of communication with students. Students are responsible for reading the e-mails sent by the University of Bridgeport.

Billing statements are emailed to students at least 4 weeks before the beginning of the term if the student has preregistered. Students who register late shall request a bill at the time of registration.

Reminder statements are emailed every 2 weeks. Notices informing students of holds or late fees will be emailed to students.

Students shall access their UB Portal on a regular basis to determine if they have a balance, a hold or have had late fees added to their accounts.

Students are responsible for all charges and failure to review or receive a billing statement does not excuse a student's responsibility to pay.