



Policy Title: BF4030 - Student Fees and Enrollment

Subject Area: Finance

Responsible Official(s): Executive Vice President and Chief Operating and Financial Officer

Responsible Office(s): University and Student Business Services

Policy Statement

All fees and charges assessed and collected by or for the University of Memphis require formal approval by the President or the Executive Vice President and Chief Financial Officer or designee. Mandatory tuition, University service fee and housing fees require the approval of the University of Memphis Board of Trustees. All non-mandatory student fees, (e.g. course, lab, clinical, dining, academic program, etc.) require approval by the President.

The assessment, payment and collection of fees and charges will be handled consistent with policies, procedures and guidelines (with limited exceptions). All assessed tuition and fees must be paid in full, enrolled in an Installment Payment Plan (IPP), have pending financial assistance or verified third party support, before a student is considered enrolled for any academic term.

The University will provide a process through which students may appeal the assessment of any fee or charge, or the calculation or denial of refund. The appeal process can be obtained through the [Student Financial Appeals process](#).

Definitions

Mandatory Fees - Tuition (TN Resident Tuition, Non-Resident Fee and International Fee), University Service Fee (Student Support Fee) (multiple fees in one component) and Housing.

Non-Mandatory Fees - Specialized Academic Course Fees, Miscellaneous Course Fees, Special Program Fees, Material Fees, Lab Fees, Dining, Tigers SmartStart, etc.

Student Fees - Housing Application Fee, Application Fee, Orientation Fees, Nursing Assessment Fees, Exam Fees etc.

Procedures

Student Fees and Enrollment

1. All assessed fees are due and payable by the fee payment deadline for the appropriate semester.
 - The University may implement an optional installment payment plan as approved by the President or designee.
2. An applicant for admission to the University will be considered enrolled and counted as a student when:
 - all assessed fees have been paid in cash by a personal check, cashier check, bank draft, credit card or other approved financial transaction options; or
 - the initial minimum payment due under any installment payment plan has been paid; or
 - all assessed fees have been satisfied by financial aid or scholarship; or
 - an acceptable commitment from an approved agency or organization has been received and accepted; or
 - all fees have been paid by a combination of any of the above.

University & Student Business Services (hereinafter referred to as USBS) has the discretion to allow students who have a remaining balance to remain enrolled after the fourteenth calendar day of the semester in extenuating circumstances.

3. A student will not be allowed to register for courses for the new term until all past due debts and obligations incurred at the University in prior academic terms, have been paid, or an approved individual repayment plan has been executed.
 - The University has the discretion to allow enrollment when the outstanding obligation is \$500.00 or less.
 - The University will continue to withhold diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts or obligations or the debts or obligations meet the criteria established in T.C.A. § 49-7-166. See [BF4033 - Collection of All University Accounts Receivable](#).
 - Students that were allowed to register with outstanding debts and obligations must have their account satisfied by the fourteenth calendar day of the semester. In extenuating circumstances, exceptions may be granted by the

University & Student Business Services Office with an established payment plan, when appropriate.

4. An applicant shall possess an acceptable commitment when an application(s) for financial aid has been timely submitted with the reasonable probability of receiving such.
 - All scholarships and financial aid, including federal and state aid granted to a student, shall be applied to pay tuition, University service fee, student housing, meal plans, and other assessed fees before any excess may be distributed to the student.
5. Agencies or organizations which may be approved by the University for purposes of making acceptable commitments for applicants shall be limited to agencies of the federal or state governments authorized to provide financial aid, established financial institutions within the state, established in-state and out-of-state corporations which employ the applicant, foreign embassies and foreign corporations, and other organizations within the state which have previously demonstrated the ability to pay the commitment.
 - An acceptable commitment from an agency or organization shall be limited to a commitment which identifies the applicant and promises to pay all unpaid assessed fees for such applicant.
 - No commitments from individuals will be accepted on behalf of applicants.
6. When an applicant tenders payment of fees by means of a personal check or credit card, the applicant may be considered and counted as an enrolled student. If the payment is subsequently dishonored by the financial institution and the payment is not redeemed in cash, the University has the option to consider that student as not enrolled for the term.
 - At the discretion of the University, the student may be considered enrolled and will be assessed the applicable returned payment fee, the applicable late registration fee, and late payment fee and will be denied grade reports, transcripts and future registration privileges until such dishonored payment is redeemed.
 - The University may deny future check writing privileges to students that have paid registration fees with checks that are subsequently dishonored.
 - While the University has discretion in how these situations will be handled, all students must be treated the same.

7. The President has the authority to approve exceptions in instances of unusual circumstances and unique opportunities. All such actions should be properly documented for auditing purposes.

Establishing University Fees and Charges

The establishment of fees and charges and changes to existing fees and charges must be submitted through the appropriate fee approval process, as defined in University Fees and Charges Procedures. The mandatory fees require approval by the Board of Trustees. All non-mandatory fees and charges will be approved by the President or designees.

The Tennessee Higher Education Commission (THEC) will issue binding tuition ranges in accordance with T.C.A § 49-7-202(n). Binding ranges will apply to resident (in-state), undergraduate students on the tuition (maintenance fee) rate, as well as the sum total tuition (maintenance) and University Service fee (mandatory). THEC will not issue binding recommendations on graduate, out-of-state tuition, or other fee rates. During the budget request process each fall, THEC will provide initial tuition guidance, though the final tuition ranges will not be set until later in the fiscal year as the budget moves through the Office of the Governor and the General Assembly.

The Board of Trustees will approve establishment and/or modification of Tennessee Resident tuition, Non-Resident fee, International fee, University service fees and housing once per year. Changes to these fees can occur due to federal, state or other mandates that are approved by the UofM Board of Trustees.

Appeal of University Fees/Charges and Refunds

An appeals process will be established and communicated by the University, for student, faculty and staff. Individuals may appeal the assessment, application, calculation or interpretation of any University fee, charge and refund. The appeal process should provide for final appeal to the Executive Vice President and Chief Financial Officer or designee. Separate appeals processes may exist for different types of fees, charges, and refunds. The appeal process can be obtained within the [Student Financial Appeals process](#).

Related Documents, Policies and Forms

[BF4033 - Collection of All University Accounts Receivable](#)

[BF4020 - University Fees and Charges](#)

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