

UB - V: TUITION POLICIES

V-8.2: STATEMENT OF FINANCIAL RESPONSIBILITY

Created November 2015

Updated July 6, 2017

Responsible Administrators: University Bursar

A financial obligation (or debt) occurs with each student registration activity. Regardless of how or when a student registers for coursework, the student understands s/he agrees to the University of Baltimore's financial terms and conditions.

Statement of Financial Responsibility

All fees and other University expenses are due on the date listed on the student's bill and on the UB website for each semester. Students may enroll in a payment plan through UB's third party provider. More information about payment plans is available on the [Office of the Bursar's website](#) and in the Office of the Bursar.

It is the student's responsibility to cancel their registration by withdrawing from all courses before the end of the registration adjustment period if proper financial arrangements are not established. Each semester, it is the student's responsibility to submit payment by the due date. If the student does not submit a payment s/he should do one of the following:

- Enroll in a payment plan,
- Submit third party billing authorization,
- Submit waiver documentation, and/or
- Have pending/anticipated financial aid. The student must complete all [Office of Financial Aid requirements](#).

Students must enroll in the electronic bill system via their UB student account. Each semester, students are notified via their UB email account each time the electronic bill is available for viewing. Additionally, the student may designate another person to view and pay their student account balance. Both the student and the additional payer will receive an email each time a bill is generated. If a student has not received a bill, it is his/her responsibility to contact the [Office of the Bursar](#) to request a statement of charges for the semester. Not receiving a bill or statement does not release a student from their financial responsibility.

The University reserves the right to withhold services (i.e. registration, transcript request, diploma, etc.) to students with outstanding obligations over \$250. The student will become responsible for the full balance of outstanding charges if the financial aid is reduced, canceled or if the specified requirements for receiving such aid are not met.

The Office of Financial Aid will determine what portion of federal financial aid (i.e. title IV funds) must be returned if a student withdraws (in full or in part) from courses. See [Return of Federal Title IV funds Policy](#).

Failure of a student to respond to payment demands may result in the student's account being transferred to the **Central Collection Unit for the State of Maryland (CCU)**.

- All debts transferred to the CCU are assessed a 17% collection fee and reported to all credit bureau agencies.
- University services will be withheld until the balance is paid in full.

A \$75 charge will be assessed to any students who have not completed all requirements for financial aid disbursement, provided third-party documentation, enrolled in an approved payment plan, or submitted a payment by the first business day of the semester or made payment arrangements by the due date. A \$50 charge will be assessed to any student whose payment is returned for insufficient funds.

I understand and agree my enrollment and acceptance of these terms constitutes a promissory note agreement (i.e. a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code 11 U.S.C. §523(a) (8)) to the University of Baltimore who provides educational services.

If you have any question regarding this Financial Responsibility Policy, please e-mail the Office of the Bursar at ubbursar@ubalt.edu or via phone at 410.837.4848.