



SIMON FRASER UNIVERSITY
Policies and Procedures

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Credit and Collection

General

The revenues and debts to the University represent an important portion of University finances. The University must therefore ensure that accounts are paid within a reasonable period of time, and take necessary and reasonable action on the collection of overdue accounts. This policy outlines the terms for payment of amounts owing to the University and the steps to be taken when the collection becomes overdue. University, payment terms must be established with the University.

3. When an account becomes overdue, the Bursar's Office will forthcoming will take appropriate action to recover the amount.

Procedure

1. Tuition, Student Activity and Related Fees

- a. The Calendar states that unless otherwise authorized must be paid in full at registration. If a student is unable to pay on reasonable terms for paying the balance owing shortly after registration. In no case will the terms extend past the current semester. In such circumstances full payment will be expected by the end of the semester.
- b. If a student defaults on his agreement to pay the balance, if not arranged, the student will be reminded by the Bursar's Office.
- c. If the student fails to contact the Bursar's Office within 10 days, the Bursar's Office will notify the Registrar to take withdrawal action on the student. This notification will be required by the Registrar. The student emphasizing the need to pay, or withdrawal for withdrawal without academic penalty (week nine).

2. Residence Fees

- a. Upon admittance into the Men's, Women's or Apartment Residence, students must pay monthly residence fees in advance at the beginning of the month. Apartment Residence tenants have lease agreements.
- b. If the resident has not paid his monthly residence fees, the Bursar's Office will make suitable arrangements with the Bursar's Office, then the following action:

