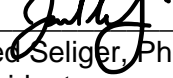


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 6/02, 2/00, 11/94, 4/87
11/02, 12/10, 5/14, 10/18

No: 2-D-800B-01
Last Review Date: June 2022
Required Review Date: May 2026
Administrative Unit: Administration

Approved By: 
Jared Seliger, PhD, CNMT
President

SUBJECT: Deferred Payment Plan

PURPOSE: To allow students to pay tuition and fees in installment payments within the attending semester.

EFFECTIVE FOR: Students of Allen College and Allen College staff

POLICY: A deferred payment plan for tuition and fees is available for student use for the fall, spring and/or summer semesters.

PROCEDURE:

1. Students must request the deferred payment option from the Student Financial Services Office each semester they want to use the deferred payment plan. They may do so in person or by calling (319) 226-2514.
2. A \$15 non-refundable administrative charge per semester will be assessed for use of the deferred payment plan option.
3. The charges incurred for tuition and fees shall be paid in three equal monthly payments during the semester with the \$15 administrative charge added to the first payment. Special circumstances may be arranged for non-equal payments and/or more than three payments by contacting the Student Financial Services Office in person or by calling (319) 226-2514. All payments must be made prior to the end of the term.
4. The student must sign a Deferred Payment Plan Agreement each semester. If the student is under the age of 18, a parent or guardian must co-sign the Deferred Payment Plan Agreement.
5. Timely installment payments are required to avoid a potential late fee.
6. If the required installment payment is not made by the due date, the account is considered delinquent.

7. Students with delinquent accounts will be assessed a \$20 late fee per month and be put on a billing hold. Students will not be allowed to register for subsequent semesters, receive transcripts, awards, honors, grades nor graduate until their accounts are brought current and the hold has been removed.
8. Failure to make the Deferred Payment Plan installments will result in revocation of this payment option privilege.
9. Allen College may refer the delinquent account to a collection agency for collection and/or legal action.