

Collection of Past Due Account Balances

In accordance with section 8 - Past Due Accounts; Denial of Registration, Credit and Transcripts; Collection Costs, as found in the University of St. Thomas Student Payment Agreement and Disclosure Statement:

If your account becomes past due, an automated notification message will be generated and sent to you. It is your responsibility to contact our Business Office to set up a repayment plan satisfactory to St. Thomas. If a repayment plan satisfactory to St. Thomas is not made, the entire balance on your past due account will be due and payable immediately at our option. You agree that we may, and you authorize us to, take steps to collect the balance due until it is paid in full, including but not limited to denial of registration for future academic terms; withholding academic transcripts and diplomas; accessing your credit report; turning over your account to a collection agency; and taking legal action to collect the balance due. You agree that if St. Thomas incurs any expenses in collecting the balance due, you will pay all collection costs incurred by St. Thomas including but not limited to a collection agency fee of five percent (5%) of the balance owed at the time the account is placed and/or reasonable attorneys' fees, depending on the actions necessary to collect the debt.

The following practices are employed by the University in an effort to collect on past due student account balances:

- Registration holds, which prevent registration for future terms, may be placed on student accounts for past due balances. Holds may be reviewed by students via Murphy Online.
- Registration for future terms may be cancelled for past due student accounts. Students will be given notification prior to cancellation.
- A transcript hold denies access to the official transcript. A transcript hold may be placed on accounts with a past due balance equal to or greater than \$250. Unofficial transcripts may still be accessed. Official transcripts will be released directly to a prospective employer, upon verification.
- After internal collections efforts have been exhausted, past due account balances may be placed with a collection agency for further attempts at collection.