

## **Non-Payment of Tuition & Fees Collection Policy**

Students will be required to agree during registration to pay tuition and fees at the beginning of every semester enrolled. If full payment has not been made or an approved payment plan not set up the student will be subject to the collection process.

### **What charges contribute to the balance on my account?**

Besides the registration cost for a degree or diploma program, along with fees associated with registration, additional charges can result from additional courses taken, health insurance coverage, late payment and check-in fees, returned check and wire transfer fees, housing, pending aid/scholarships not received, and penalties from withdrawals.

### **How will I know if I have a balance on my account?**

Students should check their online accounts periodically to ensure there have not been additional charges incurred. This can be done at [my.berklee.net/student-services/my-finances](http://my.berklee.net/student-services/my-finances). After the initial billing for each semester, an email notification is sent to all students who incurred charges and still have a remaining balance halfway through the semester. A notification of this will also be mailed to the current address on the account.

### **What should I do if I do not understand why I have a balance or disagree with the charges?**

After checking your account and identifying what is causing the balance you should contact that department to discuss the problem. Extra credit charges (Registrar's Office), issues with financial aid (Financial Aid Office), Berklee scholarships (Scholarship Office), third party scholarships (organization granting the scholarship), library fines, etc. If you still need assistance to identify the charge, contact the Bursar's Office.

### **Why is it important to take care of an unpaid balance?**

Unpaid balances can result in not being able to register for future semesters. It will also prevent you from receiving your grades, diploma, and official transcripts. In addition, if a balance remains after the semester is over, you will be subject to the collection process.

### **What is the collection process?**

The college will, at first, make three attempts to advise you of your unpaid balance and try to work with you to resolve the debt. These letters will be mailed to the student's current address on file. If all attempts fail, the account will be turned over to one of the college's outside collection agencies. Once the account is turned over to an outside agency, you will work with them to pay the debt and any additional fees they will charge. Their fees can range from 33 percent to 50 percent of the debt owed.

### **Will this have an impact on my credit history?**

If you pay the charges through the agency, it will not impact your credit history. However, if the debt is not satisfied, Berklee College of Music reserves the right to report to credit bureaus.