



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
TUITION & ASSOCIATED FEES INSTALLMENT PAYMENT PLAN	December 21, 2009	1101.001a

PROCEDURE STATEMENT (R)

The FIU Tuition and Associated Fees Installment Payment Plan (“Payment Plan”) establishes the procedures to allow students to pay tuition and associated fees in installments without having their enrollment cancelled or incurring a Late Payment Fee in accordance with applicable Florida Board of Governors and Florida International University (“FIU”) Regulations. Students will have the opportunity to enroll in the Payment Plan without penalty until the Last Day to Pay. A student may enroll in the Payment Plan after the Last Day to Pay if: (a) approved in writing by the Director of Student Financials and (b) the student pays FIU the required Late Payment Fee.

Any FIU student desiring to enroll in the Payment Plan should review the Payment Plan Agreement terms set forth on FIU Website <http://finance.fiu.edu/controller/index.html> (“FIU Web site”). The Payment Plan consists of two installment payments. The student shall be required to pay the first installment payment on or before the Last Day to Pay. The first installment payment shall consist of one-half of the amount owed for the current tuition and fees at the time of the student’s enrollment in the Payment Plan plus the applicable Tuition Installment Service Charge. If the first installment payment is not paid timely, the Payment Plan may be cancelled. The student shall be required to pay the second installment payment, which represents the remaining balance due and owing by the student to FIU, on or before the Mid-Term Date. If the second installment is not paid timely, the Late Payment Fee will be automatically assessed to the student’s account. The student shall also be subject to all other FIU policies and procedures pertaining to non-payment of tuition.

If the Payment Plan Agreement is acceptable, the FIU student may enroll in the Payment Plan by indicating “acceptance of the Payment Plan Agreement terms” once the student has selected “Payment Plan” in the “Finances” section in the MyFIU portal when the student logs in. An FIU student who enrolls in the Payment Plan and who complies with the terms of this Procedure will be excluded from the enrollment cancellation process for the term in which the student is enrolled in the Payment Plan. The Late Payment Fee will be charged only if the student fails to pay either of the installment payments by the applicable deadline.

REASON FOR PROCEDURE (O*)

The reason for the procedure is to define the charges, terms, and options of the university’s payment plan subject to Florida Board of Governors Regulations 7.002 and 7.003 and FIU Regulation FIU-1101.

RELATED INFORMATION (O*)

Florida Board of Governors Website - <http://www.flbog.org/>
Controller’s Web site - <http://finance.fiu.edu/controller/index.html>
Academic Calendar - <http://registrar.fiu.edu/index.php?id=88>
MyFIU Portal - <https://my.fiu.edu>
Tuition & Fees Web page - <http://www.fiu.edu/orgs/controller/UG%20Calculator.htm>

DEFINITIONS (R)

Enrollment Cancellation – If a student fails to pay tuition and fees for the current term by the end of the second week of classes, that student’s enrollment may be canceled unless the student has enrolled in the Payment Plan. Students for whom financial aid, scholarships, grants, and other third party payments have been awarded to cover their tuition and fees but such payments have not been posted to their account will be excluded from the enrollment cancellation process.

Last Day to Pay – The date indicated on the university’s Academic Calendar by which the tuition and fee payments must be made to avoid cancellation or the Late Payment Fee.

Mid-Term Date - The day that is halfway between the day “classes begin” on FIU campuses and the day “classes end” on FIU Campuses, as provided in the Academic Calendar, for the applicable Term.

Payment Plan – The plan provided by the university to allow a student the option to pay tuition and associated fees in installments rather than requiring the student to pay the entire amount on the Last Day to Pay.

Service Charge- The Tuition Installment Service Charge assessed by the university for each term that a student enrolls in the Payment Plan in accordance with Florida Board of Governors and FIU Regulations.

RESPONSIBILITIES (O)

Student Financials – Manage system processes related to the Payment Plan to ensure that all the charges and payments are correctly posted to the student’s account.

Students – To comply with FIU Payment Plan terms and payment deadlines.

HISTORY (R*)

Board of Governors Regulations 7.002 and 7.003
Florida International University Regulations FIU-1101

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Office of Finance and Administration
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Controller’s Office
Student Financials
11200 S.W. 8th Street, PC 120
Miami, FL 33199
Telephone: (305) 348-2126

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

FORMS/ONLINE PROCESSES (O)

Enrollment in the Payment Plan can be initiated by enrolled students through the MyFIU portal (<https://my.fiu.edu/>).

Link(s) to the above referenced Forms available in the "Document Details" Section of the online version of this policy document.

***R = Required**

***O = Optional**