

POLICY NAME	FISCAL ENROLLMENT POLICY		POLICY NO.	P70-001-21
EFFECTIVE DATE	August 1, 2021	DATE OF LAST REVISION	VERSION NO.	01

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INTRODUCTION

All students from Ana G. Mendez University (AGMU) Main Campus, and all the localities must pay their tuition and fees in full or should guarantee the funding for the total tuition payment using financial aid available to them, such as Pell Grant, Direct Loans, and/or Agency Grants. The University facilitates different alternatives (if applicable) to assist students to finance the costs of their studies.

GENERAL PROVISIONS

1. A student may have a maximum balance of total debt up to three thousand dollars (\$3,000) per student.
2. Students may request a payment plan, in accordance with the limits set forth in provision one (1), to pay off their total debt.
3. Any student who chooses to use a payment plan must pay their outstanding balance on or before the following dates that correspond to the academic semester:

Fall Semester	Spring Semester	Summer Semester
November 15	April 15	July 15

4. If the student does not comply with the payment plan deadlines set forth above, a fifty-dollar (\$50.00) fee may be charged to the student account.
5. Official enrollment will not be authorized for those students with an outstanding balance greater than two-hundred dollars (\$200.00) from prior year(s).
6. Students will not receive official documents (transcripts, graduation certification, etc.), should they have any outstanding balance with the University.
7. It is the responsibility of the students to keep informed regarding the University's costs and payment rules as indicated in the Tuition and Fees Bulletin provided by the University and available on the University's website.
8. The student's tuition costs will be calculated based on credit hours of each course.

9. The following payment methods are accepted by the University: cash, debit/credit cards, money orders, cashier, or certified checks, and/or online payments.

GRADUATE AND DOCTORAL STUDENTS

1. Graduate and/or doctoral students can officialize their enrollment, once they make an initial payment, or guarantee the funding via financial aid (student loans or other) equal to or greater than fifty percent (50%) of their total account balance.
2. Any outstanding balance must be paid in full on or before the dates set forth above (section II, subsection 3).

INTERNATIONAL STUDENTS

1. To be enrolled, all international students must provide the required documents: "I-20, Certification of Finance". International Students can officialize their enrollment, once they make an initial payment, equal to or greater than fifty percent (50%) of their total account balance.
2. Any outstanding balance must be paid in full on or before the dates set forth above (section II, subsection 3).

INACTIVE STUDENTS WITH OUTSTANDING DEBT

Pursuant to University policy, Inactive students with an outstanding debt to AGMU will be sent to collections through legal means.

AUTOMATIC OFFICIAL ENROLLMENT

1. A student who has completed their course selection and has an approved "Free Application for Federal Student Aid" (FAFSA) can be automatically enrolled, at AGMU's discretion, via the University's automatic enrollment process.
2. Once enrolled, students will receive, through email, a notification. Students must comply with all established University withdrawal and refund policies and deadlines.

OTHER RELATED MATTERS

1. The Bursar is responsible for the compliance and enforcement of this Policy.
2. AGMU reserve the right to revise or amend this Policy when deemed necessary.
3. AGMU reserves the right to revise or amend tuition and any costs related to tuition as deemed necessary.

VALIDITY

This Policy is effective as of August 1, 2021.

APPROVALS



Vice Chancellor of Student Affairs

08/04/2021

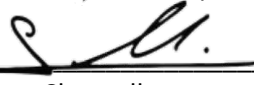
Date



VP of Administration & Operations

08/04/2021

Date



Chancellor

08/05/2021

Date

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