

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

Supersedes: 6/02, 2/00, 11/94, 4/87, 11/02,
12/10, 5/14, 10/18, 6/22
6/22

No: 2-D-800B-01
Last Review Date: May 2024
Required Review Date: May 2028
Administrative Unit: Administration

Approved By:



Jared Seliger, PhD, CNMT
President

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

PROCEDURE:

1. Students must enroll in the payment plan option from the student portal. Payment plans will be available to students via their My Pulse portal each semester three weeks prior to term start and up to seven days after. Call (319) 226-2003 for assistance.
2. A \$15 non-refundable administrative charge per semester will be added to the first payment when enrolled in the payment plan option.
3. The charges incurred for tuition and fees shall be paid in four equal installments for the fall and spring semesters and three equal installments for the summer semester.
4. Special circumstances may be arranged for non-equal payments by contacting the Student Financial Services Office by emailing studentaccounts@allencollege.edu or by calling (319) 226-2003.
5. All payments must be made prior to the end of the term.
6. The student must enroll in a Payment Plan Agreement each semester. If the student is under the age of 18, a parent or guardian must be sent an authorized user request by the student to create a parent account and enroll in their own Payment Plan Agreement.
7. Timely installment payments are required to avoid late fees. If the required installment payment is not made by the due date, the account is considered delinquent.

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