

Joseph F. McCloskey School of Nursing

700 Schuylkill Manor Road, Pottsville, PA 17901 | Phone 570-621-5035 | Fax 570-621-5066

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Reviewed: 6/24 6/25	 Tina VanBuren, DNP, MSN, RN, CNS Director, School of Nursing	Administrative Committee

PURPOSE

Provide guidance for the scheduling of billing and tuition payments.

SCOPE

Students enrolled at the Joseph F. McCloskey School of Nursing (JFMSON).

DEFINITIONS

N/A

POLICY

Students register themselves for courses each semester according to the published program curriculum plan. Once a student registers, charges are applied to the student's account by the Bursar's Office. Students accept responsibility for payment of all charges associated with the enrolled semester. Financial obligations may include, but are not limited to, tuition and fees.

A student with an unpaid balance on their account is not able to register for a subsequent semester until the balance is paid in full. This restriction does not apply to a student whose balance is covered by a Payment Plan Option (PPO) that is current under Section 3. A PPO in default counts as an unpaid balance.

PROCEDURE

All student account billings, payments, and receipts are processed by the Bursar's Office located in the JFMSON building.

1. Billing

Current students will receive a billing notification to their school email account approximately 45 days prior to the start of classes each semester. Students will be able to log on to their student account and view their expected account balance for the semester. Students who fail to receive a billing notification prior to the start of a semester should contact the Bursar's Office.

Any student granted late enrollment or registered after the start of the semester will receive a notification email from the Bursar's Office with payment due immediately.

2. Payments

Tuition and fee charges for all programs are to be paid in full no later than one week prior to the first day of class. Students can make payments by any of the methods below:

- Online: Students can pay online using their Populi account.
- In person: Pay by check, money order, credit/debit card, or cash at the Bursar's Office.

- Mail: Checks or money orders should be made payable to Joseph F. McCloskey School of Nursing and mailed to: Joseph F. McCloskey School of Nursing, c/o Bursar's Office, 700 Schuylkill Manor Road, Pottsville, PA 17901.

3. Payment Plan Option (PPO)

In lieu of full payment, students may elect to participate in the Payment Plan Option (PPO). JFMSON provides an opportunity for students to pay current semester balances in three monthly, interest-free installments. If a student chooses to participate in the PPO, the payment plan form must be initiated by the student before the tuition due date (one week prior to the start of the semester).

To take advantage of the PPO, a student can:

- Establish the PPO using the appropriate semester Online Payment Plan Option form, provided by the Bursar through email.
- Establish a PPO in person at the Bursar's Office.
- The PPO is not available for payment of parking violations or other miscellaneous fees (lost ID badges, returned check charges, etc.).

Students who establish a PPO must keep their monthly installments current. A PPO payment is considered late if it is not received on its due date, and the \$25.00 late charge described in Section 4 will apply. A PPO is considered in default if a payment remains more than 10 calendar days past due, or if a student misses a scheduled installment. Upon default, the remaining semester balance becomes due and payable in full immediately, and a financial hold will be placed on the student's account. The Bursar's Office will send written notice of the default to the student's school email account. A student whose account remains unpaid 30 calendar days after the missed due date will be administratively removed from the program in accordance with Section 4 of this policy.

4. Late Payments / Failure to Pay / Past Due Obligations

Students accept responsibility for payment of all published and billed charges associated with the enrolled semester. Changes in financial aid awards, outside scholarship or sponsor resources, billing errors, illness or extended injury, or any other change in the student's personal or financial situation do not relinquish the student from the obligation to pay all charges in full.

A late charge of \$25.00 and a financial hold may be applied to any student's account if payment is not received by the due date or if the amount paid is not sufficient to cover the amount due under the student's payment plan. If an account becomes delinquent, JFMSON may prohibit the student from:

- Attending classes, clinical experiences, laboratories, field work, and school-related or school-sponsored activities
- Taking final examinations
- Registering for future classes
- Receiving grade reports, transcripts, or diploma
- Continuing in the program
- Graduating
- School endorsement for certification/licensing examinations

If a student's account balance, whether billed in full or under an approved PPO, remains unpaid 30 calendar days after the applicable payment due date, the student will be administratively removed from the program. The Bursar's Office will send written notice to the student's school email account no less than 15 calendar days before the removal date, identifying the balance owed and the date by which payment must be received to avoid removal. Removal from the program for non-payment is a

financial administrative action and is separate from any attendance-based withdrawal under the Admissions and Withdrawal Policy #100. A student removed under this section remains responsible for the full outstanding balance and may be referred to a collection agency for any amount that remains unpaid.

Neither active nor withdrawn students will be permitted to receive a transcript, grade report, or diploma/certificate until all financial obligations are paid in full and all financial holds are removed from the account, except where release is required by law. In addition, the school reserves the right to submit past due accounts to a collection agency.

A student who leaves the program, whether voluntarily or not, will be responsible for amounts owed to the school with the full amount due immediately. All charges for any given semester must be paid in full, or be current under a PPO, before the student can register for a subsequent semester.

5. Changes in Curriculum Plan, Course Withdrawals, or Non-Attendance

Registering in Populi, having charges placed on the student's account, and receiving a billing notice via the student's school email indicate that the student is enrolled for the upcoming semester. Students who are considering withdrawing from a course for any reason, or withdrawing from the program/school, should follow the Admissions and Withdrawal Policy #100, which also sets the refund of tuition and fees after a withdrawal. JFMSON does not automatically drop students for non-attendance.

6. Fees and Other Charges

A \$35 service charge will be assessed to a student's account for checks returned by the bank for insufficient funds or uncollectible for any other reason. Students will be charged the cost of lost ID badges and any unreturned property belonging to JFMSON.

7. Errors or Disputes

Inquiries concerning billing or payments should be referred to the Bursar's Office. Inquiries about financial aid awards should be addressed with the Financial Aid Office.

REFERENCES

Admissions and Withdrawal Policy #100. Return of Title IV Funds Policy #501.

REVIEW and APPROVAL

This policy is reviewed annually by the Administrative Committee.