January 30, 2014

TO: CRCD Directors  
    CRCD Registration Staff  
    CRCD Student Cashier Staff

FROM: Pete Pinney, Acting VC RCNE / Executive Dean

RE: CRCD Policy - Student Payment of Tuition and Fees

All tuition and fees for CRCD students will be collected at the time of registration and/or by the book mailing deadline published in the semester class schedule. Fees include, books and materials, service fee, UA fee, room rent, meal plan costs, student activity fees, and deposits. If there is a different form of payment method (payment authorization form, payment plan, purchase order, etc), it must be attached to the student registration form.

If tuition and fees are not collected and/or the student cannot provide payment information as noted in the above deadline, the student will not be enrolled in the course/s.

Students that register via the web will be dropped for non-payment 1 day prior to the book mailing deadline date.

This policy is due to the significant increase in the amount of bad debt write off for CRCD, for non-collection of tuition and fees, and is effective immediately.

If you need additional information and/or clarification, please give Cecelia Chamberlain a call at 474-6422 or Kim Kovacik at 474-5380.

cc: Kim Kovacik, CRCD Lead Cashier  
    Scott Culbertson, CRCD Lead Registration Coordinator  
    Amanda Wall, Bursar, UAF Office of the Bursar  
    Cecelia Chamberlain, CRCD Executive Officer