

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NO: IV:01**

**DATE: May 1, 1987**

**REVISION/REVIEW DATES: March 1993, May 1997, August 2003, July 2004, May 2014, July 2023**

**SUBJECT: Student Obligations**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE**

This policy is to identify the obligations borne by students at JSU. The policy is also to establish the mechanism for adjustment to student accounts charged for confirmed classes, primarily by financial aid, and then subsequently cancelled.

**POLICY**

Prior to the end of a semester, students are expected to satisfy all financial obligations to Jacksonville State University (JSU). These obligations may include, but are not limited to:

- **Parking fines**
- **Library fines and the return of all materials**
- **Housing damage assessments**
- **Personal checks written with insufficient funds**
- **Other outstanding financial obligations**

Students failing to satisfy outstanding financial obligations may not register for a subsequent semester and will not have requests for their official transcripts honored.

**Student Financial Responsibility**

Students are required to pay tuition, fees, housing, and meal plan (if applicable) charges by the published due date to confirm their registration. Accounts may be paid by mail, American Express taken online only, (VISA, MasterCard or Discover), web electronic checking/savings through MyJSU, or JSU's Office of Student Accounts (Room 245 Angle Hall).

In the event a student fails to satisfy a financial obligation to JSU and the debt is referred to an outside attorney or agency for collection, in addition to the debt (principal plus applicable interest), the student will be responsible for all costs, charges, and expenses incurred by JSU, including attorney's fees and/or collection agency fees and expenses, not to exceed thirty-three and one-third percent (33.3%) of the debt, plus litigation expenses and court costs, if applicable. Debts owed JSU may be referred out for collection as accounts or, where litigation has concluded, as judgments. Delinquent accounts may accrue interest at the contract rate or, where none is stated, at the maximum rate allowed by Alabama law. Any judgment obtained in favor of JSU will accrue interest at the rate set by Alabama law for unpaid judgments. By providing your telephone number to JSU, you agree and give express consent that JSU or anyone working on its behalf, including third party vendors, may contact you at the number provided by manually dialing the number or by using automated dialing technology.

### **Financial Aid Award Notification**

The Financial Aid Office provides an award notification describing the total financial assistance that the student will receive. Disbursement dates are viewable by students within their MyJSU account.

If the student's award includes loans, JSU will notify the student no later than thirty days after crediting his/her internal student account of the date and amount of the loan disbursement, their right to cancel all or a portion of the loan and the procedures to be followed for cancelling a loan within 14 days. If a student requests cancellation of a loan after it has been disbursed, the student will be required to return the funds and pay the amount owed to JSU for tuition and fees. For cancellation of future disbursements, the student must submit the required form to the Financial Aid Office.

With a student's written authorization, JSU will hold any credit created by the funds to apply to other existing charges on the student's account. This Title IV Authorization Form authorizes JSU to hold or release credits from all sources on the student account to pay for future and/or miscellaneous charges. The authorization remains in effect for the entirety of enrollment unless otherwise rescinded. The authorization is voluntary and may be rescinded by submitting a written request to the Financial Aid Office. If the authorization is not put in writing, any excess federal aid funds will be released to the student within 14 days of being received on the account.

### **Students Who Become Ineligible**

If it is determined that aid cannot be disbursed, the award will be canceled. An email notification will be sent to the student notifying them that their aid has been canceled. The Office of Student Accounts will place the student's account into the collection process. The Office of Housing Operation & Residence Life will begin the eviction process.

### **Satisfactory Academic Progress**

For students whose classes are confirmed by acceptance of aid, but who do not meet satisfactory academic progress, aid will be cancelled. Satisfactory academic progress will be evaluated at the end of the spring semester for potential cancellation of summer awards, and at the end of the summer term for potential cancellation of fall awards. Students will then have the opportunity to file an appeal for financial aid reinstatement. If the appeal is denied, an email sent by Financial Aid will notify the student that charges are due. A copy of the notification will be sent to the Office of Student Accounts and the Housing Operations & Residence Life. The Office of Student Accounts will place the student's account into the collection process. The Housing Operations & Residence Life will begin the eviction process.

### **Cancellation of Scholarship**

The office initiating the scholarship will notify by email the Financial Aid Office of the cancellation of scholarships. Financial Aid will make necessary adjustments to the scholarship and adjust the authorized or memoed aid. If the notice of cancellation of the scholarship is received after the disbursement date for the term, Financial Aid will adjust the scholarship and disbursement.

It is the responsibility of the initiating office to also notify the student by email or letter that the scholarship has been canceled.

Scholarships cannot be canceled after the semester begins unless approved in writing by the Controller. If cancellation is approved, the Office of Student Accounts will place the student's account into the collection process.

### **Evaluation of Achievement**

The Office of Student Accounts will monitor student obligations for payment in most cases. Records of students confirmed with financial aid that are subsequently cancelled will be monitored by Financial Aid who would initiate the administrative withdrawal, if required.

### **RESPONSIBILITY**

The Senior Vice President for Finance & Administration is responsible for this policy.

### **EVALUATION**

This policy will be reviewed at least every five (5) years by the Office of the Controller.