

 The University of British Columbia Board of Governors	Policy No.: 67	Approval Date: July 1977 Last Revision: July 2002
	Responsible Executive: Vice-President, Administration and Finance	
Title: <p style="text-align: center;">Late Payment of Fees and Accounts</p>		
Background & Purposes:		

1. General

- 1.1. Where fees, fines, or other indebtedness to the University remain unpaid despite the University having taken reasonable steps to notify the individual concerned, the University may report the outstanding obligation to credit reporting agencies, commence legal action, or utilize any other remedies that may be available to it, whether the outstanding obligation is owed by a faculty member, staff member, student, or other individual.
- 1.2. A late payment fee and interest may be charged.
- 1.3. In cases where the outstanding obligation is owed by a student, the University will attempt to secure payment using internal processes prior to commencing any legal action. Provided that the University has first taken reasonable steps to notify the individual concerned, such internal processes may include refraining from making additional services or privileges available to the student. Without limiting the generality of the foregoing, the University, acting through Enrolment Services, may decline to:
 - 1.3.1. process an application for admission as a student;
 - 1.3.2. allow subsequent registration; or
 - 1.3.3. provide academic transcripts or otherwise make grade information available.
- 1.4. Notwithstanding anything else in this Policy, individual academic departments within the University are not authorized to withhold grades from Enrolment Services for any reason.
- 1.5. Where fees, fines, or other indebtedness to the University remain unpaid, the University may charge late fees or interest.

PROCEDURES

Approved: January 1977

Revised: July 2002

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

- 1.1. Where fees, fines, or other indebtedness to the University are incurred and remain outstanding, the administrative unit in which the outstanding obligation was incurred shall take reasonable steps to notify the individual concerned before taking any further steps. Such notification shall state the late fees or interest charges, if any, which apply to the outstanding obligation, as well as the potential consequences of non-payment.
- 1.2. Where the outstanding obligation remains unpaid despite the foregoing attempts at notification, the administrative unit may decline to provide further services to the individual concerned. Without limiting the generality of the foregoing:
 - 1.2.1. the Department of Housing and Conferences may refuse admission to residences and may withdraw residence privileges, including dining privileges, requiring a resident to vacate the premises;
 - 1.2.2. Parking and Access Control Services may withdraw parking privileges and may tow vehicles; and
 - 1.2.3. the Library may withdraw borrowing privileges and access to its collection of electronic information resources.
- 1.3. Where the outstanding obligation was incurred by a student, the administrative unit may also forward all information relating to the outstanding obligation to Enrolment Services. Where an administrative unit chooses to do so, it must first have established protocols in cooperation with Enrolment Services so as to ensure that if the administrative unit receives payment of the outstanding obligation, Enrolment Services is notified on a real-time basis. Where outstanding obligations are referred to Enrolment Services, Enrolment Services may add an administrative fee to the outstanding obligation.
- 1.4. If an administrative unit forwards information to Enrolment Services as contemplated by the preceding paragraph, the administrative unit must at the same time also take reasonable steps to notify the student that until the obligation is paid in full, Enrolment Services will not:
 - 1.4.1. process an application for admission as a student;
 - 1.4.2. allow subsequent registration; or
 - 1.4.3. provide academic transcripts or otherwise make grade information available.