



ST. JOSEPH'S COLLEGE OF NURSING

at St. Joseph's Hospital Health Center

Syracuse, New York

SJCON: Tuition and Fees Payment Policy

PURPOSE:

The purpose of this policy is to inform students of their obligation to pay all tuition and fees owed to St. Joseph's College of Nursing (SJCON) in a timely manner and to outline the processes for billing, payment, holds, and collection of outstanding balances. This policy supports fiscal responsibility, student accountability, and institutional stewardship.

POLICY:

Students are responsible for paying all tuition, fees, and related charges owed to SJCON by the end of each academic term. Failure to meet financial obligations may result in registration holds, removal from classes, withholding of records, and referral to collections.

Students who withdraw or are administratively dismissed are not eligible for refunds and will not be reinstated or readmitted until all outstanding balances are paid in full.

Definitions

- **Outstanding Debt:** Any unpaid balance after all sources of funding or scholarships have been allocated.
- **Financial Hold:** Restriction placed on a student account preventing registration, progression, graduation, or release of records

RESPONSIBILITIES:

STUDENT:

Students are responsible for:

- Reviewing billing statements regularly in SONIS

- Paying tuition and fees prior to the start of the next term
 - Student will be de-registered for courses if they do not pay tuition or fees by end of term.
- Working with the Financial Aid Counselor to identify funding options
- Establishing a payment plan through Transact, if needed
- Notifying the Bursar of any anticipated payment or delays
- Responding promptly to communications from Financial Aid, Registrar, and Bursar

FINANCIAL AID COORDINATOR:

- Contacts students prior to each term to review financial aid eligibility
- Assists with securing eligible financial aid
- Provides information on private loans if federal aid is unavailable

BURSAR:

- Posts tuition, fees, and payments to student accounts in SONIS
- Issues billing statements and notices
- Places and removes financial holds
- Responds to student billing inquiries
- Processes refunds and payment plans

REGISTRAR:

- Assists with course registration
- Enforces registration restrictions for unpaid balances
- Notifies Administration and faculty when a student cannot progress due to financial obligations

BILLING AND PAYMENT

BILLING

- Initial tuition and fees are posted 30 days prior to the start of each term
- Statements are available via SONIS 24/7
- Students separated from the College with unpaid balances receive a final billing statement and are required to pay final bill

ACCEPTED PAYMENT METHODS

- Transact (online payment system)
- Personal check, cashier's check, or money order
- Cash is not accepted

PAYMENT PLANS

- Payment plan fees apply each semester
- Payment plans are available if needed for student
- All balances must be paid by the end of the term

FINANCIAL HOLDS AND COLLECTIONS

- A financial hold is placed if payment is not received by end of term
- Students with unpaid balances may not register, progress, or graduate
- Students attending class with an unpaid balance will be removed from class
- Notifications will be emailed to students monthly to review their balances
- If balances are left unpaid, they will be referred to a collection agency

RETURNED PAYMENTS

- Returned checks are subject to a fee
- Replacement payment must be made within **5 business days**
- Future payments must be made via approved non-check methods

BANKRUPTCY

If a student declares bankruptcy, verification will be completed through collection agency records. Once verified, holds will be removed and records released as permitted by law.

Title: SJCON: Tuition and Fees Payment Policy	
Document Owner: Administration	
Reviewed by the following:	
Faculty and Staff Council	Date: 6/3/26
Legal	Date: 6/5/26
Governing Board	Date: 6/1/26
	Date:
Administrative Approvals: Gina Bradley DNP RN CNE Interim Dean <i>Gina Bradley</i>	
Additional Approvals:	
Revisions:	
References:	
Original Date:	Reviewed/Revision Dates: