

# Guidelines for Students with a Prior Collections Hold

## Registration Process

It is the student's responsibility to initiate the registration process by contacting the Internal Collections Department. The student must provide notification of their intention to register for a future semester or term. The following options are available to students wishing to register with a prior collections hold on their account.

### **Promise to Pay Agreement (Fall/Spring Semester Only)**

The Promise to Pay Agreement, if signed, allows students to manually register for classes on their cohort's pre-registration date. Students are required to read, complete, and return the agreement. The student will be required to remit their payment in full, by or on the semester's first billing due date. Failure to meet this payment obligation will result in the purge of their registered classes.

### **Pre-Payment (Summer/Winter Intersession)**

Students must provide the course registration numbers (CRNs) and must state if there is an intention to live on campus. Internal Collections will then provide the student with an anticipated balance. The student will be required to remit payment for the full estimated balance. Note - The student is responsible for paying any and all unanticipated charges not included in the original estimate.

## Payment Options

Acceptable forms of payment include one or a combination of the following:

- a. Payment online in ePay.
- b. Proof of an approved student or parent loan to cover the estimated balance.
- c. A complete financial aid award that covers the entire semester balance for which the student intends to register.

Note: Prior collection students are not eligible to enroll in the University's monthly installment plan option.