

UAM OPERATING PROCEDURE 500.5

PAST DUE BALANCES

Students are responsible for the timely payment of all tuition, fees, and other associated costs, such as housing or meal plans. Failure to meet these financial obligations by the published deadlines will result in the placement of a Past Due Hold on the student's account. While a hold is active, students will be restricted from enrolling in future courses or making changes to their current schedule.

Students whose past due balance from previous terms exceeds \$500 will be dropped from future enrollment prior to the start of the term. Students will have an opportunity to pay the past due balance below \$500 and to get reinstated into classes. The reinstatement window will vary according to the student's drop date and future term start date.

Accounts that remain delinquent for more than 90 days may be referred to an external collection agency.

Charges added to student accounts, such as copy charges, library fines, traffic tickets, lost keys, late check-out fees, and returned financial aid, could cause a student's balance to increase after they have enrolled in a future term. Students should monitor their UAM Workday account to make sure the past due balance does not exceed \$500. If a student's past due balance increases above \$500 after they have enrolled for a future term, the student will be dropped from classes prior to the first day of classes for the next term.

May 26, 2026