



Students are responsible for their financial obligations to University of Western States. Payment of tuition and fees is due on or before the first day of the term. A grace period ending on Friday of week two (2) of the academic term is provided to make satisfactory payment arrangements with the student accounts office. Late fees are assessed monthly on any outstanding balance. A calendar of tuition due dates and other important financial deadlines is available on the [Academic Calendar](#).

Any balance due to the university after Friday of week two (2) of the term constitutes a past due debt. Payments of past due debts must be made to the university prior to continued attendance or release of academic diploma. Past-due debt to the university or any of its departments or auxiliary services may constitute grounds for termination of university privileges.

Prior to matriculation and at future recurring intervals, students must acknowledge their responsibility for tuition, fees and other university charges assessed or incurred, by signing a [Statement of Financial Responsibility](#).

If the statement of financial responsibility is not signed, or if a past due debt to the university exists, a hold is placed on the student account and the student is restricted from class attendance until the hold is resolved.

Dispute and Appeal

A student requesting an exception to Student Financial Responsibility policy, Tuition and Fee Schedule or Tuition and Fee Refunds policy must submit a [Financial Dispute Form](#) to the Student Accounts office by emailing studentaccounts@uws.edu.

The dispute decision is rendered by the chief business officer within 10 business days of receipt of the dispute. The decision is based on evidence from the student, academic, and administrative departments. The decision is communicated by the chief business officer to the student, affected departments, and administrators.

A student may appeal the dispute decision if there is substantial evidence that the dispute resolution process is not consistent with UWS policies. Any such appeal must be submitted to the executive vice president within 5 business days of the date of receipt of the written outcome of the original decision. The appeal decision is rendered to the university chief financial officer normally within 10 business days of receipt of the appeal. The decision of the university executive vice president is final.

Related Policies: [Policy 3021 Tuition and Fee Refunds](#)

Keywords: financial responsibility, tuition, financial hold