



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 10-day grace period following the first day of the term is provided to make satisfactory payment arrangements with the business office. Interest accrues on the first day of the term and is assessed at the end of the grace period. A calendar of tuition due dates and other important financial deadlines is available on the [business office webpage](#).

Any balance due to the university after the 10th day 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 transcripts/diploma. Past-due debt to the university or any of its departments or auxiliary services is grounds for termination of university privileges.

Prior to matriculation, students must acknowledge their responsibility for tuition, fees and other university charges assessed or incurred, by signing a [Statement of Financial Responsibility](#). This statement remains in effect for the duration of attendance at the university.

If the statement of financial responsibility is not signed prior to matriculation, 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 Business office by emailing businessoffice@uws.edu.

The dispute decision is rendered by the chief business officer within 10 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 university chief financial officer within 5 business days of the date of receipt of the written outcome of the original decision. The appeal decision is rendered the university chief financial officer normally within 10 days of receipt of the appeal. The decision of the university chief financial officer is final.

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

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