

 The University of British Columbia Board of Governors	Policy No.: FM1
Long Title: <p style="text-align: center;">Late Payment of Fees and Accounts</p>	
Short Title: <p style="text-align: center;">Late Payment Policy</p>	

1. General

- 1.1 Where fees, fines, or other indebtedness to the University remain unpaid despite the University having taken reasonable steps to notify the individual concerned, the University may report the outstanding obligation to credit reporting agencies, commence legal action, or utilize any other remedies that may be available to it, whether the outstanding obligation is owed by a faculty member, staff member, student, or other individual.
- 1.2 A late payment fee and interest may be charged.
- 1.3 In cases where the outstanding obligation is owed by a student, the University will attempt to secure payment using internal processes prior to commencing any legal action. Provided that the University has first taken reasonable steps to notify the individual concerned, such internal processes may include refraining from making additional services or privileges available to the student. Without limiting the generality of the foregoing, the University, acting through Enrolment Services, may decline to:
 - 1.3.1 process an application for admission as a student;
 - 1.3.2 allow subsequent registration; or
 - 1.3.3 provide academic transcripts or otherwise make grade information available.
- 1.4 Notwithstanding anything else in this Policy, individual academic departments within the University are not authorized to withhold grades from Enrolment Services for any reason.
- 1.5 Where fees, fines, or other indebtedness to the University remain unpaid, the University may charge late fees or interest.



PROCEDURES ASSOCIATED WITH THE LATE PAYMENT POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Late Payment Policy.

1. General

- 1.1 Where fees, fines, or other indebtedness to the University are incurred and remain outstanding, the administrative unit in which the outstanding obligation was incurred shall take reasonable steps to notify the individual concerned before taking any further steps. Such notification shall state the late fees or interest charges, if any, which apply to the outstanding obligation, as well as the potential consequences of non-payment.
- 1.2 Where the outstanding obligation remains unpaid despite the foregoing attempts at notification, the administrative unit may decline to provide further services to the individual concerned. Without limiting the generality of the foregoing:
 - 1.2.1 the Department of Housing and Conferences may refuse admission to residences and may withdraw residence privileges, including dining privileges, requiring a resident to vacate the premises;
 - 1.2.2 Parking and Access Control Services may withdraw parking privileges and may tow vehicles; and
 - 1.2.3 the Library may withdraw borrowing privileges and access to its collection of electronic information resources.
- 1.3 Where the outstanding obligation was incurred by a student, the administrative unit may also forward all information relating to the outstanding obligation to Enrolment Services. Where an administrative unit chooses to do so, it must first have established protocols in cooperation with Enrolment Services so as to ensure that if the administrative unit receives payment of the outstanding obligation, Enrolment Services is notified on a real-time basis. Where outstanding obligations are referred to Enrolment Services, Enrolment Services may add an administrative fee to the outstanding obligation.

- 1.4 If an administrative unit forwards information to Enrolment Services as contemplated by the preceding paragraph, the administrative unit must at the same time also take reasonable steps to notify the student that until the obligation is paid in full, Enrolment Services will not:
 - 1.4.1 process an application for admission as a student;
 - 1.4.2 allow subsequent registration; or
 - 1.4.3 provide academic transcripts or otherwise make grade information available.



EXPLANATORY NOTES REGARDING THE LATE PAYMENT POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

The OUC has prepared these Explanatory Notes to provide context and background regarding the Late Payment Policy. These Explanatory Notes do not replace or supersede the content of the Late Payment Policy and its Procedures.

Policy Long Title: Late Payment of Fees and Accounts

Policy Short Title: Late Payment Policy

Policy Number: FM1

Responsible Executive: Vice-President, Finance and Operations

Responsible Board Committee: Finance Committee

Related Policies: GA2 - Regulatory Framework Policy

History:

- The Late Payment Policy and Procedures were first approved by the Board of Governors in July 1977;
- The Late Payment Policy and Procedures were revised in July 2002;
- The Late Payment Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Late Payment Policy, its long title is Late Payment of Fees and Accounts, and its number is FM1. The previous identification number for this policy was #67.

Related Legislation: N/A