

General/Student Procedure - Billing/Payment Procedures

Procedure:

Dakota College payment procedures are defined in connection with NDUS Policy 501, 830.1 and NDUS Procedures 501 and 830.1

Committee members: Student accounts, Athletic Director, Director of Advising, Assistant Director of Advising, Registrar, Financial Aid, Athletic coaches, Residence Hall Director, Distance Education/Early Entry Representative, Deans office, Dean of Academic Affairs

Procedures:

Individual/student accounts

1. Students are responsible for accessing and verifying student account information (tuition, fees, room and board) is accurate. Bills and account information are available on Campus Connection (<https://studentadmin.connectnd.us/>) and are mailed to the home address on file at the college or their resident hall room if they are on campus. Billing statements will be sent out once financial aid has hit their account and are sent out monthly.
2. To sign up for a payment plan please 1. Login to [Campus Connection](#) 2. Navigate to Financial Account > Pay Online Now > Dakota College at Bottineau > Payment Plan. Payment plans must be completed online through a company call Nelnet. All payment plan payments are made through the online system and not Dakota College's business office. There is a \$50 enrollment fee per semester. Signup dates for Spring 2023 Semester are as follows:

January 31st for a 4 payment plan. Payments would be made on the 5th of each month.

February 13th for a 3 payment plan. Payments would be made on the 20th of each month, with a 15% down payment required at signup.

3. International students that live in countries outside of Canada and Norway shall be charged in Campus Connection for the health insurance premium by the first day of class. Waivers must be submitted with ECI by the ECI portal deadline. Student Services will notify the business office of any approved waivers and the charges will be updated. Health Insurances premiums will be due on fee payment date. Health insurance is not allowed to be placed on payment plans.
4. Student account balances are due at the time the charge is incurred: or if the charges are tuition/fee related, they are due the first day as it appears on the Campus academic calendar found on our website. Holds are placed on the account preventing further enrollment, registration, or the ability to obtain an official transcript after the 100%

cutoff date. Holds maybe removed for class registrations if the payment plan is in current-status and payments have been made on time.

5. Student maybe removed from extra-curricular activity participation whose accounts with the school are 60 days overdue. This includes all sports and clubs. It is vital that all students be aware of this timeline and that each student's account is kept current. If a student's account balance is more than 60 days overdue, then that student maybe removed from their extra-curricular participation until the past due balance is paid in full. The 60 days past due will begin the first day of school, as it appears on the Campus academic calendar found on our website. Students will need to sign up for a payment plan before the 17th day of class with the first payment made in full to be considered current. Check academic calendar on DCB's website to find the date.
6. If students have not paid their bill by the 75% drop date, a student in campus housing will have their meals suspended until their bill is paid.
7. One week before the 50% cut off, if students still have not paid, they will be administratively withdrawn for non-payment.
8. Students that have been administratively withdrawn for non-payment that want to be re-enrolled will be charged a \$50.00 re-enrollment fee along with paying their accounts in full.
9. Student accounts 30 days past due will receive a Global Service Indicator on their accounts which will prevent enrollment, registrations, or the ability to obtain an official transcript at any NDUS institution.
10. Student accounts 180 days outstanding will be turned over to a collection agency for further collection processing. It is at the discretion of Business Office to retain the account for internal collection processing based on current account activity or the amount of the debt.
11. Outstanding debt or debt that has been written off must be paid in full and payment cleared the bank prior to future admission, registration, or release of official transcripts. Debt located at a collection agency must be received and applied to the students account before further action is allowed by the student.

12. Prepayments may be required on accounts that are 90 days or more past due before further enrollment or re-registration.