

MAPP 03.08.06 Student Financial Obligation

Section Fiscal Affairs
Area Billing and Collections
Original 05/09/2018
Reviewed 04/03/2026



TEXAS SOUTHERN UNIVERSITY
**MANUAL OF ADMINISTRATIVE
POLICIES AND PROCEDURES**

I. POLICY STATEMENT

This policy details all procedures relating to student financial obligations.

II. PURPOSE AND SCOPE

This policy outlines the circumstances within which a student with an outstanding debt to the institution may enter into an agreement to pay the debt over time. The policy also summarizes the federal guidelines regulating the application to outstanding balances of financial aid—commonly called Title IV, and administered through the US Department of Education.

III. DEFINITIONS

IV. POLICY PROVISIONS

1. Students with an outstanding account balance from previous terms may pay the debt over time specified in a Promissory Note (Exhibit A) for that purpose. Students with exceptional circumstances that demonstrate a financial need and ability to pay may be granted a Promissory Note with extended payment terms (Exhibit B). Extended Payment Promissory Notes will be evaluated on an exceptional basis.
2. The Promissory Note must be repaid within the prescribed payment period. This program is not intended to supplement or replace any regular long-term aid or assistance offered by the Student Financial Aid Office.
3. A Promissory Note is available only while school is in session.
4. A financial hold on a student's account can be removed with an executed and approved Promissory Note.
5. Students are responsible for paying their debt within the established Promissory Note deadline.
6. Non-payment of a Promissory Note within established deadlines can result in the reapplication of a financial hold. A financial hold on a student's account can result in a hold of their transcript, registration, and/or denial of future Promissory Notes.
7. A past due Promissory Note can be sent to a collection agency.
8. As stated in the *Federal Register Department of Education Federal Student Aid Programs 34CFR Part § 668.164 Disbursing Funds*, the institution may use title IV, HEA program funds to credit a student's account at the institution to satisfy:

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- 8.1 **Current year charges for:**
 - 8.1.1 Tuition and fees;
 - 8.1.2 Board, if the student contracts with the institution for board;
 - 8.1.3 Room, if the student contracts with the institution for room; and
 - 8.1.4 Other educationally related charges incurred by the student at the institution, if the institution obtains the student's or parent's authorization under 34 CFR § 668.165(b).

 - 8.2 **Prior award year charges for a total of not more than \$200 for:**
 - 8.2.1 Tuition and fees, room, or board; and
 - 8.2.2 Other educationally related charges incurred by the student at the institution, if the institution obtains the student's or parent's authorization under 34 CFR § 668.165(b).

 - 8.3 Books and materials purchased with a book voucher
 - 8.3.1 The cost of books and materials purchased with a book voucher can be considered institutional charges if a book voucher issued by a school cannot be used to purchase course materials from a convenient unaffiliated source. The student does not have a real and reasonable opportunity to purchase his or her course materials elsewhere.

9. PROCEDURE

- 9.1 Up to \$200 of prior *aid-year*, outstanding financial obligations can be paid with current *aid-year* Title IV funds, consistent with Federal Department of Education regulations.

- 9.2 Students must sign and check the appropriate authorization boxes on the TSU Federal (Title IV) Authorization Statements (Exhibit C) before the university can apply current year aid towards a student's prior year outstanding balance.

- 9.3 Current *aid-year* funds can only be used to pay for non-qualifying charges if the appropriate authorization box is checked on the Texas Southern University Federal (Title IV) Authorization Statements Form. All other amounts must be paid by the student.

- 9.4 The Promissory Note amount will be determined by The Office of Student Accounting.

- 9.5 Students may pick up Promissory Note applications in the Office of Student Accounting or on-line via the MyTSU web portal.

- 9.6 Students complete the applications and submit to the Office of Student

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Accounting. Processing time is usually one (1) business day; however, during peak times, such as the beginning of the semester, it may take up to three (3) business days. Incomplete applications will not be considered.

9.7 Students can have only one Promissory Note per term. If the Promissory Note is not paid in full by the due date, both transcripts and registration will be blocked (a hold placed on the account) until the account is paid in full. Failure to repay a Promissory Note can result in ineligibility to receive future Promissory Notes.

9.8 Decisions to approve the Promissory Note will be based on certain student criteria, such as the number of hours enrolled, GPA, and other outstanding promissory notes.

9.9 If approved, the Promissory Note will be applied to the student's account automatically. A receipt and copy of the approved Promissory Note application will be given to the student directly or e-mailed to the address on the Promissory Note application.