

**RULES
OF
THE UNIVERSITY OF TENNESSEE
(ALL CAMPUSES)**

**CHAPTER 1720-01-09
POLICY RELATIVE TO MONTHLY PAYMENT
OF ROOM AND/OR BOARD CHARGES BY STUDENTS**

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1720-01-09-.01 GENERAL POLICY. It shall be the responsibility of each campus and unit of The University of Tennessee which offers housing facilities and/or cafeteria services to students to establish administrative procedures as are necessary to administer effectively a plan for the monthly payment of room and/or board charges in accordance with the provisions of this policy as set forth below.

Authority: *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5 and Public Acts of Tennessee, 1807, Chapter 64. Administrative History:* Original rule filed July 29, 1983; effective October 14, 1983. Repealed by Public Chapter 575; effective July 1, 1986. New rule filed May 27, 1986; effective August 12, 1986.

1720-01-09-.02 PLAN REQUIREMENTS.

- (1) To be eligible for monthly payment of room and/or board charges, each participant under this plan must pay a rent deposit in an amount no greater than the equivalent of one month's room rent but not less than \$100 and/or a board deposit in an amount no greater than the equivalent of one month's board charges. (In the interest of efficient administration of this program, each campus shall have the prerogative of establishing uniform minimums for said room and/or board deposits to be required equally of all participants irrespective of the differing rent and/or board rates.) The rent deposit which is required of participants under this plan shall be in addition to the damage deposit required of all persons living in University owned housing facilities.
- (2) Each quarter or semester, participants, when enrolling under this plan, shall be assessed an administrative services charge in the amount of \$10 to defray routine administrative costs. This charge shall be due and payable at registration.
- (3) Persons who participate in this plan must pay the first monthly installment on room and/or board charges at the time of registration for each quarter or semester. The remaining balance will be paid in accordance with a payment schedule which requires equal installments at four week intervals beginning with the last day of registration. Said schedule may not, however, extend payment beyond the last day of the quarter or semester.
- (4) Each participant under this program shall be provided with a written statement of the rules which govern program participation and a written schedule of payment due dates. Said statement and schedule shall be prepared in duplicate and signed by the participant acknowledging willingness to abide by the provisions set forth therein. One copy of the signed document shall be retained by the office charges with responsibility for administering this program.
- (5) A late payment charge in the amount of \$25 to defray additional administrative costs will be assessed on each monthly installment which is not paid on or before the due date for that installment. In the case of board charges, when an installment has not been paid on or before the scheduled due date, an order of immediate suspension of cafeteria charge privileges will

(Rules 1720-01-09-.02, continued)

- be issued. Reimbursement will not be made for the value of meals lost during the interval between the issuance of a suspension order and the reinstatement of an account following payment of the past due installment and the \$25 late payment charge.
- (6) When an installment is paid by check which is subsequently returned by reason of insufficient funds or other negligence on the part of the participant, said payment shall be considered delinquent. The participant shall then be subject to the late payment charge, a suspension of cafeteria charge privileges, if applicable, and University's standard charges relative to returned checks.
 - (7) The damage, rent and board deposits which are required of person who participate in this plan are intended as standing deposits which are refundable upon cessation of participation and/or when the person no longer resides in University owned and operated facilities. However, in the event the University is unable to collect in full and amounts due the University for fees, room or board, said deposits shall be applied toward payment of such amounts to issuance of any refund.
 - (8) Provided said rent and/or board deposits are not refunded or otherwise applied as payment against outstanding charges, said deposits may (at the discretion of each campus) be allowed to remain at the initially established level despite subsequent increases in room and/or board charges. However, if said deposit(s) are refunded or applied as credit(s) against outstanding charges, and the individual wishes to continue participation in this program, said deposit(s) must be reestablished at the prevailing level(s) in accordance with provisions set forth in Paragraph 1.
 - (9) When enrolling under this plan, it shall be understood by the participant that in the event the services of an attorney are required in order to collect the unpaid balance, said participant shall be responsible for payment of attorney's fees in an amount equal to no less than 20 percent of the unpaid balance or the actual cost of legal services, whichever is greater.
 - (10) Person whose accounts with the University have not been paid in full by the last day of each quarter or semester, shall not be readmitted for subsequent quarter of semesters and a hold will be placed on all grade reports and transcripts until all outstanding amounts and applicable service charges have been paid in full.
 - (11) Upon determination and documentation by the director of the office charges with administration of this plan of a participant's repeated failure to abide by the rules set forth herein, said participant may be denied the privilege of further participation in the plan for a period of not less than three academic quarters or two academic semesters. Reinstatement of participation privileges at the end of this period shall be at the discretion of the director based on his or her assessment of the individual's willingness to abide by the rules governing this program. Further offenses after reinstatement will result in a permanent loss of monthly payment privileges.
 - (12) Persons who apply for participation in this program and who are recipients of financial aid whether in the form of a grant or loan must first apply such aid toward payment of tuition, room and board charges.
 - (13) Students who voluntarily withdraw from school must immediately notify the appropriate campus administrative office in accordance with locally established procedures. Information on local withdrawal procedures may be obtained from the campus business office. Withdrawal from school will not cancel fees and charges already incurred.

(Rules 1720-01-09-.02, continued)

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