A. **Overview**

The Student Financial Affairs Committee is responsible for ensuring that the university’s policies regarding student billing, collections and receivables are consistently and equitably applied. The Committee’s purpose is to provide support and information so that students understand their financial commitments to the university, the resources available to assist them in complying with those commitments, and the consequences of non-compliance. In addition, the Committee reviews the appeals of students with financial difficulties in order to assist the students to resolve them.

B. **Committee Members**

The committee is composed of:

- Vice President for Academic and Student Services
- Associate Vice President for Finance and Controller
- Associate Vice President for Enrollment Services
- Bursar
- Director, Student Financial Aid Services
- Dean of Students

C. **Committee Responsibilities**

The Student Financial Affairs Committee meets periodically to discuss methodologies to improve the student billing and collections functions and to facilitate student payments. It reviews billing strategies, including dates established for late fees, holds, and cancellations. The Committee also makes recommendations to Senior Staff regarding the criteria to be used to decide which students are subject to such sanctions.

An important aspect of the Committee’s activities is the review of student appeals for personalized payment plans in order to permit them to meet their financial obligations in a way that is concordant with their documented financial capabilities. The result of these reviews may be that a student is granted a payment arrangement that deviates from the university’s payment policy, permitting the student to continue to remain registered, or it
may be that a student is advised that he/she must take time away from the university to resolve their financial issues.

D. **Student Appeals Procedure**

Students are expected to make timely payment of their tuition and fees. Students who find that they are unable to do so should seek assistance from the Financial Aid Office, the Dean of Students, or his/her assigned student advisor. The final point of appeal for assistance is the Student Financial Affairs Committee. Students make their appeals by completing the Appeals Form (Attachment A) and delivering it to the Bursar’s Office.

The completed Appeals Form is reviewed by the Committee members, who discuss it in the context of the student’s:

- Academic history
- Financial aid eligibility
- Account balance
- Prior hardship requests
- Documented extraordinary personal circumstances (e.g., accident, illness, death of a family member or guardian)

The decision of the Committee regarding each student’s appeal is documented on both the Appeals Form and the Meeting Form (Attachment B) as well as on the student’s Banner account. It is the responsibility of the Bursar to communicate the decision of the Committee to the student.

There are no appeals to the decisions of the Committee.

Students whose appeals are approved will enter into a Payment Plan (Attachment C) with the appropriate specific terms applicable to their particular situations. The Bursar will periodically review each student’s adherence to the terms of the Payment Plan and advise the student if a lack of compliance is noted. Students who do not comply with the terms may be cancelled out of their current classes, may have holds placed on their accounts to prevent future registrations, processing of transcripts, etc., and may be flagged as ineligible to again avail themselves of the student appeals procedure.
Student Financial Affairs Committee
Appeals Form

Name: ______________________________
Date: _____________________________
Semester: __________________________
ID: ________________________________
Amount Due: $_____________________

Problem (What has occurred that has caused the balance to go unpaid):

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Requested Payment Plan:
Deposit amount: $_______________
Remaining balance: $_______________
Installment: □ weekly  □ monthly
Installment Amount: $_______________
Start Date: _______________________

Pending Financial Aid/Loan amount: $_______________________________
(Attach copy of loan approval)

Student Signature: _______________________________________________

For Office Use Only:
□ Approved    □ Denied    □ Emailed    □ Account Noted
# Student Financial Affairs Committee Meeting

**DATE:** ____________________________

**ATTENDEES:**
- [Vice President for Academic and Student Services]
- [Associate Vice President for Finance and Controller]
- [Associate Vice President for Enrollment Services]
- [Bursar]
- [Director, Student Financial Aid Services]
- [Dean of Students]

**PURPOSE:**
TO REVIEW STUDENT REQUESTS TO DEVIATE FROM CURRENT POLICY REGARDING PAST DUE BALANCE.

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<th>STUDENT NAME/ID</th>
<th>AMOUNT DUE</th>
<th>APPEAL NO.</th>
<th>DECISION</th>
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**POLICY REVIEW:**

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________
Payment Plan

Name: ___________________________  ID: ______________________

Current Balance $_____________________

Address: ________________________________________________________________
________________________________________________________________________

Email: ___________________________  Telephone: __________________________

Note: I acknowledge the current balance as valid and intend and promise to pay. I understand that any academic information, including transcripts, diplomas, certificates or certifications of enrollment, will NOT be released until the current balance is settled; registration for future terms will not be allowed until the current balance is paid; all Payment Plans must be paid in full prior to the start of finals week or courses will be cancelled. Student Initials: ____________

I agree to the terms of this payment plan. I will be liable for any third party collections costs if incurred. I am responsible for making regular payments as stipulated below.

My signature below confirms I will pay NJIT the current balance of $___________. Any supporting documentation I have provided is true and factual to the best of my knowledge. I consent to have my account transferred to a collection agency if this agreement is broken.

Pending Financial Aid/Loan amount: $________________________________________
(Attach copy of loan approval)

A deposit is required with this payment plan. The deposit amount is $__________ and the remaining balance of $___________ will be paid in __________ weekly/monthly installments of $_________ beginning on ____________.

Comments:
________________________________________________________________________
________________________________________________________________________

Payments should be made online. If unable to pay electronically please send check or money order to: New Jersey Institute of Technology PO Box 18084 Newark NJ 07191-8084. Please make checks payable to NJIT and be sure to include your student ID.

Signatures
Student: ___________________________  Date: __________________________
Bursar Rep: ___________________________  Date: __________________________
Student Financial Aid Affairs Committee Policy

Review:

Holly C. Stern, General Counsel

Approval:

Ian Gately, Provost and Sr. Vice President for Academic Affairs

Henry A. Madermeyer, Sr. Vice President for Administration and Treasurer

Donald H. Sebastian, Sr. Vice President for Research and Development

Charles R. Dees, Jr., Vice President for Advancement

Jack Gentul, Interim Vice President for Academic and Student Services

Joel S. Bloom, President
Date: August 13, 2012