Student Accounts and Delinquent Accounts Policy

All students are responsible for the payment in full of all tuition and fees incurred. **During enrollment periods students who have not met their financial obligations prior payment deadline will be administratively withdrawn from all registered courses and will remain responsible for any non-refundable fee charges the student incurred during the registration process.** Any student owing a balance after any pre-agreed or published due date will be assessed a $50.00 late payment fee.

The College reserves the right to withhold any grades, graded work assignments or projects, transcripts (unofficial & official), certificates, diplomas, and participation in commencement ceremonies from students whose financial obligations have not been fully satisfied. Holds will be placed on a student’s academic record and the student will be unable to register for additional courses until the balance is paid in full.

The College reserves the right to submit any unpaid financial obligations of former and current students to a third party collection agency and to levy a collection fee. By registering for classes the student agrees to pay the reasonable costs and expenses of collection, including the collection agency fee and attorney fees in the event that CBS places any outstanding account, debt or claim with a collection agency. Non-payment of a delinquent account may also result in notification of the national credit bureaus.