

PHILLIPS GRADUATE INSTITUTE

EDUCATION TRAINING COUNSELING

❶ *Please note the following correction to the 2006-2007 Catalog, page 52:* The "Returned Check Charge" is erroneously listed as \$15. **The Returned Check Charge is \$25.**

❷ *This policy addendum to the 2006-2007 Catalog is effective as of January 2007:*

LATE PAYMENT POLICY

Students who do not pay their tuition and fees in a timely manner shall be subject to a Late Fee, which will be added to their student account. Late fees share equal priority with all other student fees, and must be paid prior to a student enrolling for a future semester, the release of transcripts, or the posting of a degree for graduation. **Failure to pay any and all tuition and fees may result in the administrative suspension of a student during the course of the current semester.**

All tuition and fees are due and payable at the beginning of a semester. The amount of the late fee is not calculated by how much a student owes; instead, it will be based on the lack of timeliness in paying amounts that are due (see schedule below). It is each student's responsibility to monitor and make appropriate inquiries on the status of his/her account. This includes a consistent review of all print and e-mail communications received from Phillips Graduate Institute. Late fees may be waived upon petition by the student and after a subjective evaluation by PGI staff—but will be waived or reduced for only good and just reasons.

The Late Fee schedule shall be assessed as follows for any balance outstanding on the dates noted below*:

Fall Spring Summer

\$100 3rd Monday of September 2nd Monday of February May 31

\$150 2nd Monday of October 2nd Monday of March June 30

\$200 2nd Monday of November 2nd Monday of April July 16

* Note: The amount and timing of late fees is subject to change at any time.

All late fees are cumulative. In order to avoid late fees, students are advised to make best and full use of any financial aid, credit cards, or school payment plans that are available to them.