UPMC SCHOOLS OF NURSING
POLICY

SUBJECT: Collections on Student Account Balances **INDEX TITLE: Student Financial Aid**
DATE: June 26, 2026

I. POLICY

It is the policy of UPMC Schools of Nursing (SON) to establish guidelines for the collection of outstanding balances on student accounts.

II. PURPOSE

The purpose of the collections on student account balances policy is to define the action required based on student status.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

A. Active and Probation Students
1. Payment of financial obligation is due in accordance with a student's documented payment plan, if one is on file. If no documented payment plan is on file, then payment is due in full by the midpoint of each semester. If payments are not received at this time the student's account will be considered past due.
2. Active students must have a balance of $3,000.00 or less before the end of the semester; failure to meet this requirement may result in the student being withdrawn until payment can be made.
3. If a student does have a remaining balance at the end of a semester, they will not be scheduled and/or registered for the next semester until they meet with a Financial Aid Professional and/or the Director at their School of Nursing to determine a plan of action for payment. Non-compliance with the plan of action may result in disruption of academic services.

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Effective Date: 05/28/19; 06/20/19; 05/04/20; 07/07/21; 05/18/22; 04/01/23; 06/28/23; 6/11/24; 4/14/25; 06/18/25; 06/26/26

B. Re-Entry Students
   1. A student re-entering the same school and the same program must have a balance of $3,000.00 or less prior to being considered for re-entry into the program, unless the account is with outside collections.
      i. If the balance has been sent to outside collections, the student must make payment arrangements with the agency.
   2. A student re-entering the program but transferring schools must have a $0.00 balance prior to being considered for re-entry into the program.

C. Withdrawn, Dismissed, Suspended, Provisional or Terminated Students
   1. Students with an outstanding balance will be offered a payment plan if the full balance cannot be paid at one time.
   2. The payment plan will consist of an automatic payment being charged to the student's bank account or credit card.
   3. Payment plan must be determined within 60 days of withdrawal, dismissal, or termination from the program.
   4. Accounts that are more than 90 days past due are sent to outside collections.
   5. Once the account is sent to outside collections, the student must make payment arrangements with the agency.

D. Pending Graduate and Graduated Students
   1. All accounts must be paid in full 30 days prior to graduation.
   2. Failure to be paid in full before graduation will result in Diploma and State Board Educational Verification being held by the school until final payment is made.

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