

Texas A&M University-San Antonio

21.01.04.O0.01 Extension of Credit

Approved: October, 2011

Revised: March, 2015

Next Scheduled Review: March, 2020

Procedure Statement

This Procedure is established to comply with Texas A&M University System (System) Regulation [21.01.04 Extension of Credit](#), which requires the Chief Financial Officer (CFO) to have a procedure to approve requests for extension of credit and ensure the information, record-keeping, and control systems used for decision making provide the accuracy and reliability required to protect Texas A&M University-San Antonio (A&M San Antonio) assets.

Official Procedure

1. Payment Options for paying tuition and fees by emergency loan or installment plan constitutes an extension of credit by A&M-San Antonio to the student.
 - 1.1 Fifteen percent of resident state tuition collected and three percent of nonresident state tuition collected is set aside to provide grants and emergency loans to students. Ninety percent of these funds set aside will be used to fund student grants and ten percent of these funds will be used to fund emergency loans (Reference Texas Education Code § 56.033). It is the responsibility of the A&M-San Antonio Comptroller to ensure the criteria within the Texas Education Code (TEC) is met for the setting aside and disbursement of these funds.
 - 1.2 A&M-San Antonio shall make available an installment payment plan to pay for tuition and fees for any semester or term that is 10 weeks or longer.
2. Exceptions to Payment of Tuition and Fees by Payment Due Date, Late Payment Fee, and Denial of Course Credit.
 - 2.1 A&M-San Antonio may postpone the due date for the payment of all or part of the tuition and fees for a student for a semester or session in which the student will receive one or more delayed financial aid awards, to include tuition and fee military benefits payable directly to the University, if:
 - 2.1.1 The student has not received the awards by the regular due date for payment of the tuition and fees; and

- 2.1.2 The student agrees to assign to the institution a portion of the awards equal to the amount of tuition and fees for which the due date is postponed. The Vice President for Student Affairs (VPSA) is authorized to postpone the payment due date for students meeting the criteria above.
 - 2.1.3 If after the due date for which a student's tuition and fees are postponed the student becomes ineligible to receive one or more of the delayed financial aid awards, or the amount awarded is less than the amount of tuition and fees due, the VPSA may establish a new payment due date not to exceed 30 days.
 - 2.1.4 A&M-San Antonio may collect on a due date subsequent to the initial due date for a semester: (1) unpaid tuition and mandatory fee balances resulting from an adjustment to a student's enrollment status or an administrative action; or (2) unpaid residual balances of tuition and mandatory fees constituting less than five percent of the total amount of tuition and mandatory fees charged to the student by the institution for the semester or term.
 - 2.1.5 A&M-San Antonio may assess a late fee to any student not registering or paying by the established payment deadline dates. New students enrolling with the university will not be assessed a late fee for their first term of enrollment. Military community (i.e., active duty, reserve, National Guard, Texas State Guard, veterans, and family members eligible for Hazelwood Act legacy or transfer educational benefits from VA, DOD or the State of Texas) will not be assessed a late fee for any term of enrollment.
- 2.2 Any student who has been extended credit and who withdraws from the University will be responsible for payment of the tuition and fees not authorized to be refunded by the TEC.
- 2.3 Any other actions that will result in the extension of credit to a student require the approval of the Vice President of Finance & Administration.
- 2.4 A student with a delinquent account will be subject to the following:
- 2.4.1 transcript and registration holds placed on their student record until such time that their delinquent account is satisfactorily paid in full,
 - 2.4.2 A&M-San Antonio may deny credit for work done in the semester if the student fails to pay the tuition and mandatory fees in full by the end of the semester,
 - 2.4.3 the account may be sent to an outside collection agency,
 - 2.4.4 a warrant hold may be placed with the state comptroller.

3. Authority to Extend Credit to others:

3.1 System member Chief Financial Officers are granted the authority to approve the sale of goods and services on credit, provided that such extension of credit best serves the best interest of the System and the public good of the state of Texas.

3.2 A&M-San Antonio's CFO is required to maintain written documentation explaining the circumstances requiring an extension of credit.

3.3 A&M-San Antonio's Comptroller is required to create a University Procedure or guideline for approving requests for extension of credit and must ensure the information, record-keeping, and control systems used for decision making provide the accuracy and reliability required to protect A&M-San Antonio assets. A monthly report of receivable billings and collections is required, including an aging of outstanding accounts receivable balances and a reconciliation of individual account balances to the controlling general ledger balance for all A&M-San Antonio accounts receivables.

4. The President may waive, or delegate the authority to waive, designated tuition, and a mandatory, discretionary, or any other fee such as late payment or emergency loan fee for a student if he/she determines that it is in the best interests of A&M-San Antonio, the student is not reasonably able to or participate in or use the activity, service, facility, or encounters a fee which is beyond the students control and falls in line with the State of Texas Education Code. All requests for waivers of designated tuition or fees must be submitted to the Comptroller in writing and approved by the President if not already authorized within a University Rule or Procedure.

Related Statutes, Policies, or Requirements

System Regulation [21.01.04 Extension of Credit](#)

[Tex. Admin. Code, Title 1, Part 3, §59.2 & § 59.3](#)

[Comptroller of Public Accounts, Accounting Policy Statement 027, Accounting for Uncollectible Accounts](#)

[Comptroller of Public Accounts, Accounting Policy Statement 028, Reporting and Verification of State Debts and Hold Offset Procedures](#)

[Federal Trade Commission Red Flags Rule, 16 C.F.R. § 681.2](#)

[Interagency Guidelines on Identity Theft Detection, Prevention, and Mitigation, Appendix A to the Red Flags Rule](#)

Definitions

Covered accounts – consumer accounts designed to permit multiple payments or transactions, and any other account for which there is a reasonably foreseeable risk from identity theft.

Delinquent – payment is past due by law or by customary business practice, and all conditions precedent to payment have occurred or been performed. (TAC, Title 1, Part 3, §59.2 (a) (3))

Public good – a good that is non-rival and non-excludable; meaning that the consumption of the good by one individual does not reduce the amount of the good available for consumption by others; and no one can be effectively excluded from using that good.

Red flag – a pattern, practice, or specific activity that indicates the possible existence of identity theft

Contact Office

Finance & Administration, Comptroller (210) 784-2010
