



Sistema Universitario  
Ana G. Méndez  
Vice-Presidency for Financial Affairs  
Collections Office

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## FISCAL ENROLLMENT POLICY

### POLICY No. VPAF-16-006-06

**Approved:** Vice-President for Financial Affairs  
**Issued:** July, 2014  
**Revised:** May, 2016  
**Refer questions to:** Carmelo Torres Reyes, Controller / (787) 751-0178 ext. 7231 / [ctorresr@suagm.edu](mailto:ctorresr@suagm.edu)

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### I. INTRODUCTION

All students from the institutions of Sistema Universitario Ana G. Méndez (Universidad Metropolitana, Universidad del Este, Universidad del Turabo, Universidad Ana G. Méndez-Virtual Campus) must pay the of their tuition and fees costs or guarantee the total payment through the financial aids: Pell Grant, Loans, Agencies Grants. Our institutions facilitate the alternatives for the financing of the costs of studies, as applicable.

### II. GENERAL PROVISIONS:

1. It's allowed a maximum total debt balance up to \$600.00 per student for the first and second semester. The maximum total debt balance for the summer term will be \$300.00 per student.
2. All students may avail payment plan benefit to pay off the total debt, according to the limits set forth above.
3. All students which avails the payment plan benefit must pay their debt balance on or before the following dates, as the corresponding academic term:

First semester	Second semester	Summer
November 15	April 15	July 15

4. A **\$50.00** late fee will be charge to his/her account if the students do not comply with the payment scheduled deadlines.
5. The official enrollment are not authorized to students who keep debts from previous academic years.
6. All students must pay any outstanding balance for request official documents.

7. The student is responsible to keep informed about the institution costs and payment rules, reading the Tuition and Fees Bulletin or visit the institution website:

<http://www.suagm.edu/une>      <http://www.suagm.edu/umet>  
<http://www.suagm.edu/ut>      <http://agmvirtual.suagm.edu>

8. The student's tuition cost will be calculated based on billing hours of each enrolled course.
9. All students are required to sign a promissory note as guarantee of his/her tuition and fees. Under age students (21) require a parent or legal guardian's signature for this document to be valid. This note will be valid for the duration of the student's educational stay in the institutions of the Sistema Universitario Ana G. Mendez.
10. The Bursar Office Director of every institution is responsible for the implementation of this Policy.
11. Sistema Universitario Ana G. Mendez reserves the right to review and amend, partially or totally, this Policy, as deemed necessary.
12. Sistema Universitario Ana G. Mendez reserves the right to review and modify the tuition fees of their institutions, as deemed necessary.

### **III. STUDENT S FROM GRADUATE AND DOCTORAL PROGRAMS**

1. All students from graduate and/or doctoral programs can formalize their enrollment, if they make the initial payment in cash, equal to or greater than fifty percent (50%) of the total debt balance.
2. Every student of graduate programs and / or doctoral may formalize their registration , as long as I make a down payment, cash ( "cash " ) , equal to or greater than fifty percent ( 50 % ) of its total debt.
3. The outstanding balance must be paid in full at the end each semester. See payment plan dates in (section II, paragraph 3).

### **IV. INACTIVE STUDENTS WITH DEBT**

1. All inactive students that keep a debt with Sistema Universitario Ana G. Mendez will be referred for collection through legal means.

**The revision of this policy will be effective from the date of its approval.**

### **V. APPROVED**

May 1, 2016.