



FISCAL ENROLLMENT POLICY

POLICY No. VPAF-16-006-06

Approved: Vice-President for Financial Affairs
Issued: July, 2017
Revised: February, 2018
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I. INTRODUCTION

All students from **Sistema Universitario Ana G. Méndez, Incorporado's** (SUAGM) institutions: Universidad Metropolitana, Universidad del Este, Universidad del Turabo, and Universidad Ana G. Méndez must pay in full their tuition and fees or should guarantee the total tuition payment through financial aids available to them, like: Pell Grant, Direct Loans, and/or Agencies Grants. Our institutions facilitate different alternatives for the financing of the costs of studies, as applicable.

II. GENERAL PROVISIONS:

1. A maximum balance of total debt is allowed up to **one thousand eight hundred dollars (\$1,800)** per student.
2. Students may request a payment plan to pay off his/her total debt, according to the limits set forth above.
3. Any student which avail a payment plan must pay their debt balance on or before the following dates, as per the corresponding academic term:

First Semester	Second Semester	Summer
November 15	April 15	July 15

4. A **fifty dollar (\$50.00)** fee will be assess to the student account if he/she do not comply with the payment plan deadlines set forth above.
5. Official enrollment will not be authorized for those students with a prior year outstanding debt balance greater than **two-hundred dollars (\$200.00)**.
6. Students should pay in full any outstanding debt balance before request and receive any official document from the institutions.

7. Students are responsible to keep informed about the institutions costs and payment rules as indicated in the Tuition and Fees Bulletin for the corresponding institution. This information is available at each of the institution website, at the following addresses:

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

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

8. The student's tuition costs will be calculated based on billing hours of each enrolled course.
9. The following payment methods are accepted in our institutions: cash, debit/credit cards, money orders, and/or management's or certified checks.

III. GRADUATE AND DOCTORAL STUDENTS

1. Graduate and/or doctoral students can formalize their enrollment, if he/she make an initial payment in cash, equal to or greater than fifty percent (50%) of their total debt balance.
2. Any outstanding debt balance must be paid in full on or before the dates set forth above (section II, subsection 3).

IV. INACTIVE STUDENTS WITH OUTSTANDING DEBT

1. Any inactive student that keep an outstanding debt with any of SUAGM's institution will be referred for collection through legal means.

V. AUTOMATIC OFICIAL ENROLLMENT ("BATCH")

1. A student of any of SUAGM's institutions who has completed his/her curses selection and has an approved "Free Application for Federal Student Aid" (FAFSA) can be automatically enrolled, based on SUAGMs' discretion, via an automatic enrollment process ("Batch").
2. Students who are enrolled automatically will receive, through email, a notification once the process is completed.
3. SUAGM's institutions will provide, through e-mail, an electronic copy of their official enrollment's Schedule/Bill.

VI. OTHER RELATED MATTERS

1. The Bursar Office Director is responsible for the compliance and application of this Policy.
2. SUAGM reserve the rights to revise or amend this Policy when deemed necessary.
4. SUAGM reserves the rights to revise or amend tuition and any costs related to tuition as deemed necessary.

VII. EFFECTIVE DATE

1. This policy is effective as of the academic year that begins on August 1, 2017.