

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Kassy Fisher, Associate VP for Campus Services, Chief of Staff to the VPFA
Policy Title/# (if applicable):	Revolving Charge Accounts – 580.040.0041
Submitted on Behalf Of:	Jamie Moffitt, VPFA & CFO
Responsible Executive Officer:	Vice President for Finance and Administration (VPFA)

SELECT ONE: **New Policy** **Revision** **Repeal**

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: **Yes** **No**

If yes, which attorney(s): Craig Ashford

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

580.040.0041 Revolving Charge Accounts, <https://policies.uoregon.edu/revolving-charge-accounts>

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

Unit level (BAO) policies and procedures:

<https://ba.uoregon.edu/content/billing-account-terms-and-conditions>

<https://ba.uoregon.edu/content/faqs-student-billing-account>

University-wide policies:

Special Fees, Fines, Penalties, Service Charges, <https://policies.uoregon.edu/special-fees-fines-penalties-service-charges>

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

This inherited policy was an OUS OAR allowing universities to create “Revolving Charge Accounts” through which to collect student payables (tuition, housing, etc.) in monthly increments, as opposed to in full, and through which to assess interest and billing. Revolving Charge Accounts are addressed by above listed policies and procedures. There is no need to maintain an institutional policy requiring us to maintain an institutional policy.

AFFECTED PARTIES

Who is impacted by this change, and how?

Business Affairs; Treasury; University entities engaged in transactions related to the Plan.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
Stuart Laing	Director of Budget Operations	Oct 2018
Kelly Wolf	AVP Bus Affairs/Controller	Oct 2018
Krista Borg	Director, Student Financial Services	Nov 2018

Policy Text- Proposed for Repeal

Revolving Charge Accounts Policy

(1) The University offering extended payment terms utilizing a revolving charge account method shall adopt policies creating the Revolving Charge Account Plan, and describing the terms and conditions applicable to the Plan.

(2) Transactions covered by the Plan may include (by way of description and not limitation) tuition, fees, housing charges and other obligations primarily involving students; facilities rentals, lease agreements, program user charges and other transactions with nonstudents; and fines and penalties, incurred by anyone.

(3) If adopted, University policy shall:

(a) Describe the interest to be charged, as well as service charges, collection and other fees and costs, if any, and penalties that would apply should an account become delinquent;

(b) Provide for an agreement to be signed by the obligor, the form of which shall be approved by the Vice President for Finance and Administration; the University shall use its best efforts to have the agreement signed, except for debts arising from fines, penalties and the like; and

(c) Provide that tuition and fees incurred in any given term be paid in full prior to enrollment in any subsequent term

Reason for Policy

This policy addresses the creation of a Revolving Charge Account Plan.

Entities Affected by this Policy

Business Affairs; Treasury; University entities engaged in transactions related to the Plan.

Web Site Address for this Policy

<http://policies.uoregon.edu/revolving-charge-accounts>

Responsible Office

For questions about this policy, please contact the Office of the Vice President for Finance and Administration at 541-346-3003

Enactment & Revision History

Technical revisions enacted by the University Secretary on September 2, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 580 Division 40, Section 0041.

Policy

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Related Resources

N/A