



Policies, Procedures and Guidelines

Financial Affairs

Complete Policy Title: Departmental Charges made to students' accounts	Policy Number (if Applicable): N/A
Approved by: Executive Director, Strategic Projects	Most Recent Approval: May 2019
Date of Original Approval (s):	Supersedes/Amends Policy dated: May 2016
Responsible Executive: Executive Director, Strategic Projects	Enquiries: acctrec@mcmaster.ca
DISCLAIMER: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.	

This policy pertains to Departmental charges made to students' accounts. This applies to charges such as library fines, student damage charges, parking fines, chemistry fines, audio visual charges, orientation fee etc. Charges billed to student accounts are sanctionable, in other words, if unpaid, students will be unable to enroll in the next year's courses, and/or receive their degree until the account is paid.

Charges to be processed should be received in the Student Accounts office no later than the last working day in December for first term, no later than the last working day in April for the second term and no later than the last working day of August for the summer term.

Charges that prove to be uncollectible will be written off to the general university bad debt expense.

Charges after the date of a student's withdrawal or graduation that prove to be uncollectible will be charged back to the originating department.

Departments will be charged a 1% administration fee in April each year. The fee will be calculated as 1% of the charges billed for that department.

This policy does not apply to purchases of tangible items charged on the student account.