Complete Policy Title:  
Departmental Charges made to students’ accounts

Policy Number (if Applicable):  
N/A

Approved by:  
Director of, Finance

Most Recent Approval:  
May 2016

Date of Original Approval (s):  
Supersedes/Amends Policy dated:  
August 27, 2008

Responsible Executive:  
Director of, Finance

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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, letters of permission, 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 if 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.