DATA ADMINISTRATION
University of Kentucky Information Resource Management
Project Request Form PRF - 00016

Start Date	8/6/2001	*Received*	8/7/2001	*Status*	Completed

Title Student Installment Payment Plan

Sector Provost Enrollment Services *Dept* Student Billing Services

Requested By Linda Bradford *Ph:* 7-3406 x263 *Email:* lsbrad02@pop.uky.edu

SectorUnitAffected: All, but work effort will largely be on Enterprise Computing and Student Billings.

System SIS *SubSystem* *Type* IV

Mandates

Regulatory/Statutory	No	*UK Strategic Indicator(s)*	No	*Accreditation Requirements*	No
		University-Wide Needs	Yes	*Other*	No

Requirements/Issues The payment plan has been requested by numerous students and parents over the years, and it is expected this payment option will have a positive impact on enrollment and retention.

Reference #s

Description The University does not currently offer a payment plan to students. We would like to offer such a plan starting in Spring 2002. This means all policy and system changes would need to be completed for the first Spring 2002 bill produced on 11/23/01. We need a means of identifying students who select the installment payment plan, assessment and collection of an application fee, special billing options with automatic calculation of the installment amounts, assessment and collection of late fees when installment amounts are not paid, waivers to avoid cancellation of courses and meal cards, and flexibility in determining the number of installments permitted and the types of charges subject to installment.

Key Issues

Costs Costs will include programming time to make the modifications to SIS and the BR Cashiering System. There will also be costs associated with increased mailings for special billings, and the staff time in Student Billings to process the students choosing the installment payment plan. (Early estimates are approximately $95,000 per year.)

AvailableFunding IS programming personnel funds.

Funding Requirements Funds to cover the extra mailing and staff expenses in Student Billings are expected to be covered by the application and late fees for the installment payment plan. (Estimates based on past experience indicate 20% of the students would choose this payment plan, and it would generate approximately $280,000 per year to cover the costs.)

Benefits Improved student service, enrollment and retention.

Deadline Must be completed by the 11/23/01 billing for Spring 2002.

Risk Policy decisions need to be made quickly in order to allow for adequate time for programming and testing to e completed prior to the deadline.

Policy/Procedure Policy decisions need to be made on the number of installments allowed, the amount of the application and late fees, what charges are subject to installment, how the installment amounts are calculated (percent, past due, etc.), how to handle students who do not pay the amount due (I.e. cancel classes and/or meal cards), is the application fee refundable, and how late a student can wait to sign up for the installment payment plan.

Suggested Priority Project was given a top priority, and programming has begun.

Steward Witt, Don *StewardApproval* 8/14/2001 *Dir IRM 1st Review:* 8/17/2001

PRF Review and Approval Tracking
Return to PRF List
Data Administration Home