

# COLLECTION POLICY

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If an outstanding balance remains on the student account after a term has ended, the student is no longer an enrolled student. At this point, the student is considered to be a collection account. Any efforts to collect the unpaid balance to Concordia University Chicago that are made by a third-party source are the student's responsibility. Such costs include, but are not limited to, fees from the outside collection agencies, attorney fees, court costs, service charges, etc. The student is to also understand that these are additional costs at a maximum of 39 percent of the debt to the tuition and fees due to the University. This policy is governed by Illinois law.

*Please Note: To appeal charges for tuition, the student has one semester to write a letter of appeal to the Dean of Students. If the appeal is not made within that time period, your appeal will not be reviewed. Students should contact the college dean that houses the course for guidance regarding the grade appeal process*