

COLLECTION POLICY

If an outstanding balance remains on the student's account after a term has ended and the student is no longer an enrolled student, an "in-house collection" process begins. With this process, the student will receive three (3) written notices in regard to action being taken. After the final collection notice is mailed, the student has 10 days to respond. If no response is received, the student's account will be placed with a third party for collection.

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 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 submit an 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. Concordia University Chicago retains the right to drop a student's classes at any time in the event the student fails to meet payment deadlines.