

STUDENTS WITH OUTSTANDING BALANCES

Students with outstanding balances will be placed on “hold” status and will be prohibited from registering for courses until that “hold” status is released. Students with “hold” status due to outstanding balances also will not be allowed to participate in the commencement ceremony and are not entitled to receive a diploma, transcripts (except when issued to a potential or current employer), credentials, or other possible University-provided verifications until the balance is paid in full with guaranteed funds and verified by the Director of Student Business Services. Any account with an outstanding balance will incur a 1.5 percent or minimum of \$25 service charge each month on the account until paid in full.

If the student who planned to participate in the Commencement Ceremony has had extraordinary expenses that have not allowed them to meet their financial responsibility to CUC, they can submit an appeal (<https://webserv.cuchicago.edu/files/forms-repository/business-services/GRADUATION%20CEREMONY%20APPEAL%20FORM.pdf>) to the Office of Student Business Services at least two weeks before the Commencement Ceremony. If the appeal is approved, the student has to complete a payment plan agreement with the Office of Student Business Services to participate in the Commencement Ceremony.

Email is the University’s primary source of communication. All communications initiated by the Student Business Services Office will be sent to the student’s assigned CUC email address. A statement of account will be uploaded each month after the start of the semester if the tuition account has a verified outstanding balance. An email will be sent to students’ CUC email address each time a new statement is uploaded to alert the student to log in to Concordia Connect to view/print their statement.

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.