

Student Accounts Office

The University expects and requires all deposits and fees to be paid by the published deadlines or imposed penalties. Failure to comply with published deadlines has negative administrative potential that can be avoided if the student carefully follows those laid-out procedures and notify the appropriate office of any changes that might affect their financial obligation to the University. This includes notifying the Bursar's Office of address changes to avoid the negative effect that may affect the student's financial relationship with the University will not be delayed or returned. Leighton University sponsors a deferred payment plan.

Charges incurred during an Academic Term are payable immediately. Returning/continuing students will not be permitted to complete registration until all financial obligations to the University, and other penalty fees and service charges, settled in full. Payment for past due balances and current semester fees are due on or before the first day of classes. Students who register in advance must pay their bills in full before the general registration period. After the initial registration period, any student who registers must make full payment by the due date indicated to avoid canceling their enrollment and losing their course seats to other students.

While the University regularly mails bills to students via the address on file, it will not assume responsibility for undelivered receipts. Students are, thus, reminded that it is their responsibility to notify the University of any address changes. Suppose a student bill is not received on or before the beginning of each semester - in that case, it is the student's responsibility to obtain a copy of the bill from the Student Accounts Office, Monday through Friday, 8:30 a.m. to 4:30 p.m. All checks or money orders should be made payable to "Leighton University" for the exact amount due. The student's name and student University ID number should be written on the check's front side.

University scholarship awards will be posted to the student's account. However, the first bill mailed to the student's home address prior to the beginning of each Term may not include these deductions. Refunds cannot be made after these deadlines have elapsed, even if they decide not to attend Leighton University.

Students will incur a late payment fee if they fail to balance their student account by its due date. A late payment fee of \$10.00 or 5% (whichever is higher) will be assessed in addition to payment for the total past due amount. An additional 1.5% late fee will be charged monthly if the account is not settled.

A student who fails to pay an outstanding bill during the semester of delinquency will be unqualified to successfully register for subsequent Terms until the debt and surcharge fees are cleared.

In the event of actual registration for a subsequent Term by a delinquent student who has not settled his or her student financial account prior to that semester, such registration may be canceled, and no credit balance will be returned.