

Secretary of State
Certificate and Order for Filing
TEMPORARY ADMINISTRATIVE RULES
A Statement of Need and Justification accompanies this form..

DOV 4-2008 (TEMP)

I certify that the attached copies* are true, full and correct copies of the TEMPORARY Rule(s) adopted on [upon filing] by the
Date prior to or same as filing date

Eastern Oregon University 579
Agency and Division Administrative Rules Chapter Number

Lara Moore One University Blvd La Grande, OR 97850 (541) 962-3368
Rules Coordinator Address Telephone

to become effective [upon filing] through [January 31, 2008]
Date upon filing or later A maximum of 180 days including the effective date.

RULE CAPTION

Amend revolving charge account plan.

Not more than 15 words that reasonably identifies the subject matter of the agency's intended action.

RULEMAKING ACTION

List each rule number separately, 000-000-0000.

Secure approval of new rule numbers (Adopted rules) with the Administrative Rules Unit prior to filing

ADOPT:

AMEND:

OAR 579-015-0000, 579-015-0005 Revolving Charge Account Plan

SUSPEND:

FILED

AUG 15 2008

ARCHIVES DIVISION
SECRETARY OF STATE

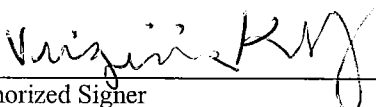
Stat. Auth.: ORS 351.070

Other Auth.: ORS 351.070

Stats. Implemented:

RULE SUMMARY

Amend terms and conditions regarding revolving charge accounts at Eastern Oregon University.



Authorized Signer Virginia Key 8/14/07
Printed name Date

*With this original and Statement of Need, file one photocopy of certificate, one paper copy of rules listed in Rulemaking Actions, and electronic copy of rules. ARC 940-2005

Secretary of State
STATEMENT OF NEED AND FISCAL IMPACT

A Notice of Proposed Rulemaking Hearing or a Notice of Proposed Rulemaking accompanies this form.

Eastern Oregon University
Agency and Division

579
Administrative Rules Chapter Number

Amend revolving charge account plan.

Rule Caption (Not more than 15 words that reasonably identifies the subject matter of the agency's intended action.)

In the Matter of:
579-015-0000, 579-015-0005

Statutory Authority: ORS 351.070

Other Authority:

Stats. Implemented: ORS 351.070

Need for the Rule(s):

To improve institutional cash flow to match expenses.

Documents Relied Upon, and where they are available: N/A

Fiscal and Economic Impact: Institution will receive payment for services in the term services are rendered.

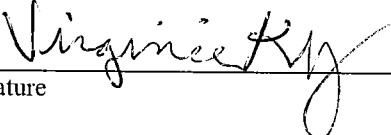
Statement of Cost of Compliance:

1. Impact on state agencies, units of local government and the public (ORS 183.335(2)(b)(E)): N/A
2. Cost of compliance effect on small business (ORS 183.336): N/A
 - a. Estimate the number of small businesses and types of business and industries with small businesses subject to the rule:
N/A
 - b. Projected reporting, recordkeeping and other administrative activities required for compliance, including costs of professional services:
N/A
 - c. Equipment, supplies, labor and increased administration required for compliance: N/A

How were small businesses involved in the development of this rule? N/A

Administrative Rule Advisory Committee consulted?: No

If not, why?: The Financial Aid office and director, the Student Accounts office and Bursar, Enrollment Services, and the Vice President for Finance & Administration were consulted in these changes.


Signature

Virginia Key
Printed name

8/14/07
Date

OREGON UNIVERSITY SYSTEM, EASTERN OREGON UNIVERSITY

DIVISION 15

REVOLVING CHARGE ACCOUNT PLAN

579-015-0000

Revolving Charge Account Plan Terms and Conditions

A revolving Charge Account Plan is available to all Eastern students under the following terms and conditions:(This account will only be opened after the student requests that it be opened and has agreed to the terms and conditions)

(1) Payment: Students must pay all past due amounts, including tuition, fines, and fees incurred during any prior term and One third of the current term's charges prior to or within 8 calendar days of the start of the current term (Note: Special terms below for students on a full room and board plan*.) Any unpaid balance is part of the Revolving Charge Account Plan. Any subsequent payments will be applied to the unpaid balance on a first in, first out basis. Financial aid, refunds, and any other amounts due to the student from this institution will be applied toward any amount due this institution *before* any monies are released to the student. The option to pay the unpaid balance in full always exists.

(2) Interest: Interest will be charged each month on any unpaid balance at the rate of one percent per month, or fraction thereof (12% APR). This is subject to change as mandated by the Oregon Administrative Rules.

(3) Due Date: Students must submit all past due accounts plus one-third of the total amount due for the current term prior to or within 8 calendar days of the start of the current term. Irrespective of the fact that only a payment of one third of the amount due (plus full payment of any past due balance) is required to validate the current term's registration, the balance of the amount due will incur interest charges each month until paid. The remainder of the account balance must be paid as follows; half of the remaining balance is due before the sixth week of the term and the final balance on account is due before the 10th week of the term.

(4) Past Due Accounts: It is the student's responsibility to make the scheduled payments by the due dates regardless of the circumstances. Failure to receive a billing prior to the first of the month is *not* an acceptable excuse for late payment. Interest charges and

applicable late fees will be assessed on all past due accounts. The following penalties will apply:

A1. A late payment fee of \$50 will be assessed if a student has not paid their past due amounts and one-third of the current term charges by the end of the 8th day of the term.

A2. A late payment fee of \$50.00 will be assessed if a student has not paid 2/3 of their current term charges (and any past due amounts) by the sixth week of the term.

(a) An institution collection fee of \$25 will be assessed to any account not paid in full by the 10th week of the term.

(b) Registration may be denied to any student whose account has a past due balance;

(c) The extension of credit, provision of services, grade reports, diplomas, and transcripts may be withheld from any student with a past due balance;

(d) Eviction from student housing may result when past due amounts relate to room and board charges. Telephone services may be disconnected or denied when past due accounts relate to telecommunication charges;

(e) Delinquent accounts referred to outside collection agencies will be assessed all costs and charges incurred, including, but not limited to, collection costs, attorney's fees and court filing fees. The status of this account may be reported to credit bureaus.

*Combined Room and Board Plan Students

If a student is on a room and board and the financial aid received for the term is not enough to pay the account in full, then we will defer 10% of the room and board charges for Fall term until Winter term. If the student is still on a combined room and board for Winter, then we will defer 10% of the Winter room and board charges to the Spring. All other dates apply as stated above. If a student withdraws or ceases to participate in the combined room and board plan all outstanding charges will be due at that time.

(5) Address Information: The student is responsible for informing this institution's Business Office of any name and/or address change occurring during the life of this contract.

(6) Billing Rights: A student may challenge a charge within 60 days of the origination of the charge by directing his/her inquiry to: Eastern Oregon University, Accounts Receivable, 1410 One University Blvd, La Grande, OR 97850 (503) 962-3306. Any questions regarding this agreement can also be directed to the above address.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Collecting Accounts and Notes Receivables

579-015-0005

Collecting Accounts and Notes Receivables

(1) As directed by Oregon State Board of Higher Education OAR 580-041-0010(1), the Business Office at Eastern Oregon University exercises diligence in collecting accounts and notes receivables due it by following, as appropriate, these remedies:

(a) Withholds student's diploma, transcripts, or other instruments of degree confirmation/verification; (see section (2) of this rule);

(b) Denies or cancels registration;

(c) Withholds further accounts receivable privileges;

(d) Withholds employee's wages after written notification;

(e) Applies any non-exempt credits in favor of debtor to debt;

(f) Adds penalties and interest as allowed by statutes and regulations;

(g) Utilizes offset procedures with other state agencies;

(h) Sends letter of demand;

(i) Uses "skip trace" information as allowed by statutes;

(j) Utilizes Department of Revenue and/or other collection agent;

(k) Institutes legal action as permitted by statutes.

(2) The office of the Registrar, at the request of the Bursar, may withhold a student's diploma, transcript, or other instruments of degree confirmation/verification, when:

(a) The student has an outstanding account receivable or notes receivable balance;

(b) The student has failed to complete a required exit interview (exit interviews are necessary to have students sign repayment agreements, obtain forwarding addresses and to gather other data needed when a student leaves an institution);

(c) The student has not made arrangements to pay the balance due or complete an exit interview; and

(d) The student has notice that an account balance is due, or an exit interview is required; and that the student's diploma, transcript or other instrument of degree confirmation/verification may be withheld.

(3) The Bursar, Eastern Oregon University, or his designee, may waive any of the above remedies only in those circumstances which serve the best interests of the institution, the state, or the federal government, or where required by state or federal statutes. (The discharge of debt through bankruptcy prevents the taking of any further action to collect.)

(4) The procedures are in conformity with the requirements of federal and state laws and regulations and were formally adopted as a rule after public hearing under the Administrative Procedures Act.

(5) The Eastern Oregon University Business Office will grant hearings to any individual requesting information or expressing concern about the amount owed or circumstances related thereto. The written procedures to be followed in requesting a hearing are available at http://chinook.eou.edu/eouforms/appeals_login.cfm.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070