

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Apartment Rent Account Management Policy

TIU POLICY #: P-920

STATUS: Approved, April 2011
Updated, August 2015

I. PURPOSE:

To specify policy for the monitoring of the rent account balances of Trinity International University (University) apartment residents.

II. SCOPE:

This policy applies to all residents of the University apartments.

III. POLICY:

A. Past Due Balance Report

On the 10th of each month, or the first business day thereafter, the Assistant Director of Student Accounting will generate a report of past due balances on all rent accounts. This report will be e-mailed to the Housing Office.

B. Rent account balances exceeding 30 days past due will be subject to the protocol as follows:

1. The Housing Office will notify tenants via e-mail of balances exceeding 30 days past due. Additionally, the e-mail will be printed and sent to the tenant through intercampus mail. The Associate Dean of Students will be copied on this e-mail.
2. Contingent on the tenant's response to the notification in point 1 above, the Housing Office may assess status of tenant with other administrators.
3. The Housing Office may implement and monitor an appropriate corrective action plan including but not limited to the following:
 - a. Setup viable payment plan;
 - b. Forbearance for specific period of time, followed by setup of viable payment plan;
 - c. Place a hold on their Student Account;
 - d. Non-renewal of lease;
 - e. Eviction.