

# PENALTY FEES

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## Library Fines for Overdue Materials and Lost or Damaged Items (LIBF)

Fines are charged for overdue library materials and library items that are lost or damaged. UTSA Library (<http://lib.utsa.edu/>) regulations on borrowing and fines are available at the circulation desk.

## Parking Fines (PF01)

Unpaid parking fines place a financial hold on student records and will interfere in the registration or transcript release processes. Students with unpaid fines of \$200 or more will be referred to the Office of Student Conduct and Community Standards and subject to disciplinary action.

## Property Damage Charges

Property damage charges are assessed to students for property loss, damage, or breakage; violation of rules in any University library or laboratory; failure to return keys issued by the University; or damage to or loss of any other UTSA property. Charges are billed directly to the student or are collected by the department upon reissue of supplies or property. Failure to pay the charges promptly results in denial of the student's readmission or re-enrollment and in the University's refusal to issue the student's transcript.

## Late Payment Fee (LATE)

A charge of \$100 is assessed all students who fail to make required payment, payment arrangements, or withdraw prior to payment deadlines as follows:

- Fall/Spring - \$100 per student who fails to make required payment, payment arrangements, or withdraw by the *initial* payment deadline, plus \$100 per student who fails to make required payment, payment arrangements, or withdraw by the *final* payment deadline.
- Summer - \$100 per student who fails to make required payment, payment arrangements, or withdraw by the final payment deadline for any Summer part-of-term.

## No Show Charge - Counseling Services (CSNS)

A charge of \$15 is assessed all students who do not attend their scheduled appointment.

## No Show Charge - Health Services (HSNS)

A charge of \$5 is assessed all students who do not attend their scheduled appointment.

## Returned Check Fee (RCF1)

A charge of \$25 is assessed for each returned check to offset the cost of handling. The University will not accept a check from a student who wittingly or unwittingly has previously written three insufficient checks.