

# MANUAL OF PROCEDURE

---

**PROCEDURE NUMBER:** 3243

**PAGE** 1 of 2

**PROCEDURE TITLE:** Outstanding Student Financial Obligations to the College

**STATUTORY REFERENCE:** FLORIDA STATUTE 1010.03

**BASED ON POLICY:** III-1 College Business Affairs

**EFFECTIVE DATE:** September 15, 1969

**LAST REVISION DATE:** April 10, 2018

**LAST REVIEW DATE:** April 10, 2018

## **I. PURPOSE**

To provide the administrative process for applying refunds of fees, due to the student by reason of dropping a class(es) or withdrawal from the College; and for any outstanding debt owed by the student to the college.

## **II. PROCEDURE**

### **A. Agreements**


1. All loan agreements shall include a statement acknowledged by the recipient that financial loans from college funds are due and payable upon withdrawal from the college. When a student drops a class(es), within a period that will provide for a refund of fees paid, any outstanding loan balance will reduce the refund to the student. Any remaining balance of the refund after this action has been taken will be forwarded to the student.
2. All scholarship agreements shall include a statement acknowledged by the recipient that in the event a student drops a class(es) during a school term for which the scholarship has been granted and within a period that will provide for a refund of fees paid, the refund will be applied to the scholarship grant and any remaining balance will be forwarded to the student.
3. Any refund, to a student with outstanding debts to the college, shall be reduced by the amount the student owes the college and any remaining balance shall be forwarded to the student.

B. Refunds from Dropping a Class(es)

1. Refunds that result from dropping a class(es) shall be applied to any outstanding debts to the College before any funds are released to the student.

C. Withholding of Privileges for Enrollment in Classes and/or Release of Grade Transcripts and/or Diploma for Outstanding Debt

1. A hold shall be created on the student record in the in the student information system for any outstanding debt above \$200 to the College which will withhold privileges for enrollment in classes and/or release of grade transcripts and/or diploma until the outstanding debt is satisfied.
2. A hold shall be placed on the student record in the student information system for any outstanding debt of \$200 or less to the College which will withhold privileges for release of grade transcripts and/or diploma until the outstanding debt is satisfied.
3. The respective hold shall be removed from the student record when the obligations have been satisfied.
4. The College Provost may approve an exception for registration privileges or the release of grade transcripts upon the receipt of sufficient documentation of extenuating circumstances. The exception will only be available one-time per student, shall be documented in writing, and maintained in the student's file.

	
4/10/2018	
<b>PRESIDENT</b>	<b>DATE</b>