I. PURPOSE

To provide an orderly and accurate method of recording and collecting financial obligations for loans and fee deficiencies.

II. PROCEDURE

A. Prior to the due date, the Student Financial Services Department will send notices to all students with outstanding loan obligations to the College.

B. Fee deficiencies will be created automatically by the accounting system from changes in registration activity that results in additional amounts due to the College. The Student Financial Services Department will bill the students accordingly.

C. A change in the student’s residency status may result in increased fee assessments. Fee deficiencies will be created automatically by the accounting system. The Student Financial Services Department will bill the student accordingly.

D. If any of the above obligations are not paid when due, the accounting system will automatically create a financial hold on the student record.

E. The Registrar will withhold forwarding transcripts or letters of good standing to outside agencies. The student will not be permitted to register for subsequent terms at the College until all past due financial obligations have been satisfied.