

3357:13-17-131 Student Financial Responsibility/De-registration Procedures

- (A) Students who register for classes prior to Last Day to Pay Fees are responsible for having payment arrangements in place prior to Last Day to Pay Fees each term. If arrangements are not in place the student will be administratively removed from their class(es) the day following Last Day to Pay Fees. If a student is administratively removed from classes, an initial \$30 re-registration fee is charged.
- (B) Students who register for classes after the published Last Day to Pay Fees are responsible for making payment arrangements at the time of registration. De-registration for non-payment occurs daily after Last Day to Pay Fees. If arrangements are not in place by 8:30 am the day following registration, the students will be administratively removed from their class(es). If a student is administratively removed from classes, an initial \$30 re-registration fee is charged. A re-registration fee of \$10 is charged each additional time that an administrative removal takes place.
- (C) When students have been dropped for non-payment; they may appeal the initial \$30 re-registration fee, with the cashier's office. The first appeal is verbal at the cashier's window. If not resolved, the student may appeal to the controller at that time or follow-up on another date. If the student wishes to escalate the appeal, after meeting with the controller, a meeting can be scheduled with the office of the Chief Finance Officer (CFO). This request must be made in writing.
- (D) Students have multiple options for paying for the cost of college. The financial obligation must be covered each term prior to registering for the next term. Options are as follows:
 - (1) Students can be awarded financial aid by completing the FAFSA (Free Application for Federal Student Aid) to determine their eligibility. If eligible, the student can be awarded grant dollars (does not need to be repaid) from the federal and/or state government. Students may also accept a subsidized and/or unsubsidized student loan (must be repaid upon completion of classes).
 - (2) Students have the option to pay their balance in full each term. North Central State College accepts cash, check and credit card (Visa/Master Card/Discover) as forms of payment.
 - (3) Students have the option to pay their total balance or their remaining balance (after financial aid) on a payment plan. This payment plan is called the Student Tuition Loan Plan. The cost to initiate a payment plan is \$15. When a payment plan is established, the first payment must be paid along with the \$15 set-up fee. Summer Semester balances are paid over (3) payments, while Fall and Spring Semester balances are paid over (4) payments. All payments are scheduled to be completed prior to priority registration for the following term. This ensures that all students with a paid balance are able to register during priority registration.

- (4) Students who have an outside agency / employer paying for their fees must turn in a letter of intent each term. The letter of intent must provide the name of the student, the term enrolled, and/or the specific courses to be covered. Letters of intent cannot be grade or completion dependent.
- (5) Students who have an employer that reimburses the student at the end of the term may complete the Employer Reimbursement Tuition Deferment Request. This will hold the students' schedules during the term but does not allow the student to register for subsequent terms until the balance is paid in full.

Effective: August 29, 2017

Expires: August 1, 2022

Review Dates: 10/25/10, 8/29/17