Policy Name: Finalizing Policy

Responsible Department: Business Office

Approving Body: Policy Committee

Approved Date: Tuesday, December 15, 2014

Purpose:
N/A

Policy:
All students who have registered for classes must pay charges in one of the following ways:
   1. Complete a deferred payment contract and make the associated down payment,
   2. Apply guaranteed financial aid to their charges, or
   3. Pay charges in full.
   4. Submit to the Business Office a contract agreement from a third party agency.
   5. Submit to the Business Office a faculty/staff tuition waiver.

As a result of registration, a student accepts the university’s statement of financial responsibility and accepts full financial obligations. Students who have not finalized by census date will be dis-enrolled.

Returning students must have a G.P.A. of 2.0 or higher and follow the guidelines outlined above to finalize their class schedule.

All students, who fail to meet the terms of the deferred payment agreement, will have to pay off charges for the current semester before they can finalize for any subsequent semesters. Such failure may make the student ineligible to take advantage of the deferred payment contract option in the future.

No student who has finalized in accordance with these guidelines shall be dis-enrolled on the census date.

Procedure:
None