

	POLICY	Motion No.	FF 1009-2013
	Total Withdrawal	Effective Date	6/25/2013
		Responsible Department	Finance/ Bursar
		Attorney Review / Date	[Attorney Name] [Date]

SCOPE

The purpose of this policy is to provide a payment plan to students whose financial aid has been reduced or eliminated due to a total withdrawal from a semester, and a balance remains on the student's account.

POLICY

A student, for any reason, who totally withdrawals from a semester and has financial aid (grants, scholarships, loans) reduced or eliminated will have the ability to make payments to the College through an official payment plan:

- Payment plans will be created and paperwork will be mailed to students with total withdrawal correspondence from Registration, Financial Aid, and the Bursar's Office
- Any student with a balance must complete paperwork and pay any applicable fees for using the payment plan
- The first payment is due no later than 30 calendar days from the date of the total withdrawal and the balance must be paid in full within a 12 month period

A student that makes a payment during the semester that is less than the minimum payment required each month will not be considered to be enrolled in the payment plan. If that student has a balance on his or her account at the end of the semester, the account will be sent to a collection agency.

If a student does not follow through with the payment plan while the semester is still in session and misses one payment for any reason, the student will be considered to be in default and must pay the balance on the account in full by the end of the semester. If a student misses a payment by more than 5 business days after the semester is over, the account will be forwarded to a collection agency.

Effective Date	Motion Number	Document Author	Description of Change
6/25/2013	FF 1009-2013	Finance/Bursar	Initial Release