



Committee Meeting: Policy Committee	Date: June 22, 2018
Committee Chair: Kathleen Masiello – members present page 2	
New or Edited: Edited	

POLICY NAME: Student Schedule Cancellation for Non-Payment

POLICY TYPE: Managerial

SUBMITTED BY: Penelope G Howard, EVP for Administration and Finance

ISSUE OR STATEMENT OF PURPOSE: To establish guidelines for managing the cancellation of student schedules for non-payment of tuition and fees.

CORRECTIVE ACTION PLAN RECOMMENDATION (if any): N/A

NEW OR EDITED POLICY: Edited. Managerial Policy dated September 8, 2017, previous version January 2003.

Cancelling Students for Non-Payment of Tuition & Fees

For each Fall and/or Spring term, the due date for payment of applicable tuition and fees will be 14 days prior to the first day of classes for that term. The term “payment” includes the following:

- Payment of balance due in full by cash, check, or credit/debit card
- Documented application of financial aid resources, to include payment plans, to the balance due
- Documented evidence of ongoing coordination with financial aid and bursar to complete documentation necessary to apply financial aid resources to balance due. Financial Aid will consider documented evidence to mean packaged students.
- Any combination of the above

All pre-registered students will be notified at least ten days prior to the due date that payment is due. Students that do not make satisfactory payment as defined above will be assessed the standard registration/late in effect at that time. Those students will then have until the last day of add/drop to satisfactorily address their past due balance as defined above before their schedules will be considered for cancellation.

For Fall and/or Spring term, the Bursar and Financial Aid Director will coordinate and manage the final list of students whose schedules will be cancelled at the end of add/drop. They will provide their recommended list to the VP of Enrollment Management and the EVP for Administration and Finance for final approval



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within 2 business days of end of add/drop period. Students will be dropped from the appropriate class for non-payment by the end of the fifth week after the add/drop period and after academic no-show roster submissions without fee or penalty. Because of the brevity of winter and summer session's students will not be dropped but a financial hold will be placed on their account.

Students who have outstanding balances equal to or less than the cost of one class, including fees, by the end of add/drop, will **not** have their courses cancelled, but will have a hold flag placed on their account to keep them from registering for the next academic term, receiving official transcripts, or graduating until the balance is satisfied. In addition, these students will be subject to the debt collection policy currently in place at SUNY Erie Community College.

Students registering for courses after the payment due date as defined in this policy will also be assessed the registration/late fee in effect at that time.

All financial aid, including loan payments, will be applied first to the outstanding amount due of tuition and fees before any refunds are issued to students.

DOES IT SUPERSEDE A POLICY/WHICH ONE (if so, include redline version):

This policy supersedes Cancellation Non-Payment – “First Monies In” dated September 18, 2017.

POLICY COMMITTEE RECOMMENDED ACTION:

The Policy Committee recommends the Board of Trustees accepts the Managerial policy under the Report of the Chair and Policy Committee. This Policy supersedes all prior policies/procedures and practices related to Cancellation Non-Payment – “First Monies In” and the Cancellation Policy and replaces said policy.

POLICY COMMITTEE MEMBERS PRESENT:

Trustee Kathleen Masiello, Trustee Susan Swarts, Student Trustee Tokunbo Adebayo, Provost and Executive Vice President Academic Richard Washousky, Director of Human Resources Tracey Cleveland, Vice President of Enrollment Management Steven Smith, Director of Registrar Paul Lamanna, College Senate Representative Colleen Quinn, Dean of Liberal Arts and Sciences Jamie Smith, Dean of Liberal Arts and Sciences Joanne Colmerauer, Director of Talent Management and Employee Engagement Maria Carroll

DATE OF BOARD ACCEPTANCE: June 28, 2018

POLICY COMMITTEE TEAM FOLLOW-UP: Following Trustee acceptance, this Managerial policy will be included in the SUNY Erie Community College's Managerial Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:

The most recent revision of this policy, accepted by the Board of Trustees on has been revised through collaboration of EVP Penelope Howard, VP of Enrollment Management Steven Smith, the policy committee members, Information Technology staff, Bursar staff, Registrar staff, and faculty members who recommend the Policy Committee approve this policy. The policy was reviewed and discussed at the Policy Committee meeting of May 18 and June 22, 2018.