

PROCEDURE TITLE:	STUDENT BUSINESS FUNCTIONS
PROCEDURE NO:	4.92:1
RELATED POLICY:	4.92
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/CONTROLLER/BURSAR
EFFECTIVE DATE:	01/17/14
NEXT REVIEW DATE:	01/2018
APPROVED BY:	PRESIDENT

#### 1.0 PROCEDURE PURPOSE

This procedure provides for the implementation of Policy 4.92, Student Enrollment: Business Functions effective 1/17/14.

#### 2.0 REGISTRATION

2.1 The University will publish a schedule of classes prior to the beginning of each term. The schedule shall indicate the courses to be offered, the time, day(s) and locations. After registration has been completed, applicable tuition and fees as established by the Board of Trustees will be charged to the student in accordance with the procedures contained herein.

2.2 Registration periods, add/drop, and withdrawal deadlines will be established by the Registrar and approved by the Provost and publicized using a variety of formats.

#### 3.0 STUDENT PAYMENTS

3.1 The establishment and publication of deadlines for the payment of fees required of all students each term will be completed by the Bursar after consultation with the Controller and approved by the Vice President for Finance and Administration.

3.1.1 Failure to meet the fee payment deadline will result in a penalty assessment (when applicable) unless excused by the Bursar.

3.1.2 Students may be administratively withdrawn for nonpayment

3.2 The Bursar may place past-due student accounts on the status of "Bursar's hold." Until this status is cleared or satisfactorily addressed with the Office of the Bursar, this status may preclude further registration by the student for courses at the University or the release of student transcripts.

#### 4.0 WITHDRAWALS AND REFUNDS

4.1 Students who wish to withdraw from classes for any reason may receive a refund for tuition, or program/course fees and housing/meals based on the refund schedule developed and published by the Bursar.

4.2 The date of withdrawal to be used in determining eligibility for a refund shall be the date the official, written request is received by the Office of the Registrar or posted to the student account via MySSU website.

4.2.1 Failure to attend class, giving notice to an instructor, or verbal notice to any University office shall not be considered official notice of withdrawal.

## 5.0 AUDITING OF CLASSES

5.1 Students who choose to take classes for no credit must pay all fees, but will not receive a grade or credit for the course.

5.1.1 Students may elect to take a course for no credit according to dates published by the Office of the Registrar.

5.1.2 Senior citizens must meet registration requirements in order to take non-credit classes with tuition and fees being waived.

## 6.0 COLLECTION OF STUDENT ACCOUNTS RECEIVABLE

6.1 Student bills will be provided to students registered for classes in advance of the last day to pay fees. The last day to pay fees or to submit a short term loan application (including the initial payment) will be identified on the student's statement of account.

6.2 All students with outstanding receivables will be billed on a routine basis. Such billings shall indicate the past due nature of the balance and consequences for nonpayment.

6.3 Student accounts with open balances and without a documented payment plan established by the end of the academic year may be turned over to the State of Ohio Attorney General for collection. The related collection costs are the responsibility of the student.

6.4 The Controller will ensure the development of parameters for the recording (write off) of student receivables deemed uncollectible.

## 7.0 REGISTRATION AND PAYMENT APPEALS

The Controller will establish an appeal process in which students may request an official review of their registration/payment history for possible account adjustment. This appeal process will be accessible via the websites of the Offices of Bursar and Registrar.

Effective date: 01/17/14

Hyperlinks: Bursar <http://www.shawnee.edu/offices/student-accounts/>

Registrar <http://www.shawnee.edu/offices/registration/>