

## *Drop for Non-payment*

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The basic expectation is that all students will either pay their balance due in full or be covered by authorized financial aid by the given payment deadline, except in the cases of any payment plans authorized by MCTC Business Services. Any student not meeting these guidelines as of the payment deadline will be considered late and will be subject to having their courses dropped for non-payment as outlined below.

**PROCEDURE:**

***Drop for Nonpayment***

1. The payment deadline/s for tuition and fees for each semester will be given on all student billings, posted in the Cashier's Office and webpage, and placed on the Business Services calendar.
2. Any student who does not make payment by the payment deadline will be assessed a late payment fee at the current rate from the approved fee schedule.
3. Following the payment due dates, the beginning semester dates for drop of courses for non-payment will be scheduled in the Business Services calendar for the semester.
4. The first regularly scheduled drop of courses for non-payment will occur on the Friday before the start of a regular semester. When the drop is ran at this time, any student not falling in one of the following categories will have their courses dropped for nonpayment:
  - a. Students whose tuition and fees have been paid in full.
  - b. Students who have signed a regular payment plan agreement and made a payment of the minimum amount due(See Payment Plan Administrative Procedure).
  - c. Students who have signed one of the special payment plans allowing for full deferral of tuition and fees (See Payment Plan Administrative Procedure).
  - d. Students with Financial Aid posted as authorized to their account.
  - e. Students who are covered by a third party agreement for whom approved paperwork has been received in Business Services.
5. All students meeting the criteria above would be protected from being dropped for non-payment. The Banner process will be ran to switch the flag status on these students so that they will not be picked up by the Banner drop process.

6. After the switch has been made, the Banner process to drop for non-payment, SZRRNOP, will be ran in audit mode to determine the students that will be dropped for non-payment. The following parameters would be used:

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|----|-------------------------------------|----------------|
| a. | 01 - Processing Term                | Current Term   |
| b. | 02 - Update Database                | N              |
| c. | 03 - Type (C or N)                  | C              |
| d. | 04 - Run Date for Census Processing | <Current Date> |
| e. | 05 - Address Selection Date         | <Current Date> |
| f. | 06 - Address Hierarchy              | 1PR            |
| g. | 07 - Campus Code                    | 1              |

7. After the list has been reviewed, the Banner Process to Drop for Non-Payment, SZRRNOP will be ran in process mode. The following parameters would be used:

- |    |                                     |                |
|----|-------------------------------------|----------------|
| a. | 01 - Processing Term                | Current Term   |
| b. | 02 - Update Database                | Y              |
| c. | 03 - Type (C or N)                  | C              |
| d. | 04 - Run Date for Census Processing | <Current Date> |
| e. | 05 - Address Selection Date         | <Current Date> |
| f. | 06 - Address Hierarchy              | 1PR            |
| g. | 07 - Campus Code                    | 1              |

8. Following the students being dropped for non-payment, the students who had their courses dropped for non-payment will be emailed a notification at their MCTC email address.

9. Following the students being dropped for non-payment, the students who had their courses dropped for non-payment will be mailed a notification letter at their permanent mailing address.

10. A second regularly scheduled drop will be processed at the end of the first week of courses following the end of the late registration period and the processing of a financial aid disbursement. Steps five through nine would be followed in processing the drop from courses for non-payment of fees.

11. Regularly scheduled drops will be processed following the deadline for each of the payments in the payment plan. Steps five through nine would be followed in processing the drop of courses for non-payment of fees.

12. Outside of the regularly scheduled drops, individual students may be dropped for failure to meet any payment deadlines. Following the main drops for non-payment, students will be dropped through notification to the Registrar's Office that given students should have their courses dropped for non-payment. Steps 8 and 9 will be followed after the drop of courses for non-payment of fees has been processed.

#### **Reinstatement**

13. After a student has met any outstanding financial obligation on their account related to the drop for non-payment (late fees, etc.), the student can request that they be reinstated into their courses. The student

must have payment available or financial aid available to cover the balance for the reinstated courses on the day of reinstatement.

14. Once the student has met these requirements, the Registrar will be notified by Business Services that the student is to be reinstated into the courses that were dropped for non-payment.

*Effective Date: July 1, 2011*

*Revised Effective Date: March 11, 2011*

*Approved by: Dr. Keith Cotroneo, President*

**Signature:** \_\_\_\_\_ 