



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.09, **Cancellation of Students for Non-Payment of Tuition and Fees**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the policy for cancellation of students for non-payment of tuition and fees.

REVIEW: This HSCEP OP will be reviewed March 15 of every even-numbered year by the registrar and the director of Student Business Services, with recommendations for revisions submitted to the chief financial officer, or his/her designee, by April 15.

POLICY/PROCEDURE:

- I. The dates of cancellation for TTUHSC El Paso are set as follows:
 - A. Students who have not met the state mandatory payment requirement of 50% of their tuition and fees and/or have not completed a Student Financial Responsibility Agreement (see HSCEP OP 77.10) will be cancelled at the close of business on the 20th class day of the fall and spring semesters.
 - B. Students who have not met the state mandatory payment requirement of 50% of their tuition and fees for summer terms of 10 weeks or longer or 100% of their tuition and fees for summer terms shorter than 10 weeks and/or have not completed a Student Financial Responsibility Agreement (see HSCEP OP 77.10) will be cancelled at the close of business on the 15th class day of the summer term.
 - C. In the event that circumstances direct, cancellation dates can be modified after approval by the appropriate authorities.
- II. Beginning with the first class day of the semester, Student Business Services will produce a listing of all students who have not met minimum payment requirements and/or have not completed a Student Financial Responsibility Agreement (see HSCEP OP 77.10) This listing will be forwarded on a daily basis to the registrar, the Financial Aid Office, and the Student Services areas for review and appropriate action. The listing will be provided to the chief financial officer for review and forwarding to the Dean's Office at least five (5) working days prior to the cancellation date.