



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### **HSCEP OP: 77.10, Student Financial Responsibility Agreement**

**PURPOSE:** The purpose of this Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish the policy for obtaining student financial responsibility agreements for all Health Sciences Center El Paso students, to comply with enrollment reporting regulations established by the Texas Higher Education Coordinating Board.

**REVIEW:** This HSCEP OP will be reviewed on March 15 of each even-numbered year (ENY) by the Director of Student Business Services, with recommendations for revisions submitted to the Chief Financial Officer, or designee, by April 15.

### **POLICY/PROCEDURE:**

1. All incoming TTUHSC El Paso students must complete a Student Financial Responsibility Agreement (Attachment A) prior to enrolling for courses at TTUHSC El Paso. This agreement is completed prior to the online registration process on the webraider portal.
2. Student Financial Responsibility Agreement forms may be printed from Attachment A or obtained from TTUHSC El Paso Student Business Services.
3. Student Business Services will mark each student's record in the Student Information System to indicate that this requirement has been completed.
4. Students who fail to complete a Student Financial Responsibility Agreement may have a hold placed on their record preventing them from future registration and the release of official transcripts. Further, students who fail to complete an Agreement may be cancelled from their courses for the current semester/term (see HSCEP OP 77.09).