



# 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 Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the policy for obtaining student financial responsibility agreements for TTUHSC El Paso students, in order to comply with enrollment reporting regulations established by the Texas Higher Education Coordinating Board.

**REVIEW:** This HSCEP OP will be reviewed March 15 of every even-numbered year by the director of student business services, with recommendations for revisions submitted to the chief financial officer, or designee, by April 15.

### **POLICY/PROCEDURE:**

- I. Incoming TTUHSC El Paso students must complete a Student Financial Responsibility Agreement (Attachment A), each term, prior to enrolling for courses at TTUHSC El Paso. This agreement is completed prior to the online registration process on the WebRaider Portal.
- II. Student Financial Responsibility Agreement forms may be printed from the Student Business Services website or obtained from TTUHSC El Paso Student Business Services.
- III. Student Business Services will process all printed forms by marking the student's record in the student information system to indicate that this requirement has been completed.
- IV. Students also have the option of electronically signing the Student Financial Responsibility Agreement through the link available in the WebRaider portal. The electronic signature will mark the student's record in the student information system to indicate that this requirement has been completed.
- V. Students who fail to complete a Student Financial Responsibility Agreement may have a hold placed on their record, thereby preventing them from future registration and/or 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).