



# 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. Any student who has not paid the statutorily required tuition and enrollment fees or enrolled in an installment payment plan will be cancelled as of the 20<sup>th</sup> class day of the fall and spring semesters and the 15<sup>th</sup> class day of a summer semester.

Students enrolled in an installment payment plan must make the first installment payment prior to the cancellation date to remain enrolled in the semester.

Additionally, students who have paid less than 100% of their account balance -- including students enrolled in an installment payment plan or those on cancellation hold for financial aid and/or third party payment assistance -- must have a signed Financial Responsibility Agreement on file with Student Business Services prior to the cancellation date to remain enrolled in the semester.

- II. Installment payment plans are only available for semesters of 10 weeks or longer in duration.
- III. Each student at risk of cancellation will be notified at least once prior to the cancellation date via his/her TTUHSC El Paso assigned email account. However, lack of direct notification does not absolve the student's financial responsibility as defined in the [Financial Responsibility Agreement](#).
- IV. Beginning with the first class day of the semester, Student Business Services will produce a list of all students who are at risk of cancellation for the semester. This list will be made available on a daily basis to the registrar, the Financial Aid Office, and the Student Services/Affairs areas for review and appropriate action. The list 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.