

**Policy Number/Title:** 3.4.1 Cancellation of Courses for Non-Payment  
**Effective Since:** 11/01/2009  
**Last Revision Approved:** 11/01/2009  
**Responsible Office:** Controller's Office; Business and Finance

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**1. Scope:**

This section was intentionally left blank.

**2. Definitions:**

This section was intentionally left blank.

**3. Policy:**

Students who do not pay tuition or validate their schedule will have their schedule dropped. The policy was initiated so that the University would know if a student was actually going to attend.

**4. Procedures:**

The Controller will run a list of all students who have not made a payment or who have used scholarships and/or financial aid to pay for their fees and have not validated their schedule. This list will then be run through an overnight program which drops the classes of each of those students.

**5. Resources:**

This section was intentionally left blank.

**6. History of Revisions:**

11/01/2009      Policy first established.



**7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: