

STUDENT FINANCIAL OBLIGATION

J-930

Students are expected to pay all program and material fees, student fees, student loan obligations or other financial/property obligations owed by a student to the District in full prior to the first scheduled day of the semester or class, unless the student is approved for a payment plan or is awaiting financial aid approval. Any student who has not paid his/her financial obligations will have a hold placed on their record and/or may be withdrawn from all their classes. This will prevent them from applying for admission, registering or enrolling in any other program or classes until the past due obligation is paid. The College also will not release student transcripts or other student documents until the outstanding financial obligation has been paid.

The District reserves the right, after exhausting reasonable efforts to collect past due financial obligations, to use a collection agency or to initiate legal action against anyone with unpaid fees. A student whose account has been submitted to a collection agency is not eligible to use a payment plan for at least one year from the date the student's account is paid in full. During this one-year period, a hold will be placed on the student's account to indicate the student must pay all fees in full at the time of registration.

The District Board directs the President/District Director and/or his/her designee to establish and maintain an accounting system for identifying and tracking student financial obligations. The system shall include procedures for turning past due obligations over to a collection agency or when to initiate legal action.

Policy Adopted: May 15, 2002
Revised: October 19, 2005; January 16, 2008
Reviewed: April 21, 2010