

Procedure:	De-Registration for Non-Payment	Procedure No.:	FI6010.1
Authority:	College President	Associated Policy Reference No.:	FI6010
Procedure Owner:	<i>VP Admin & Finance</i>	Responsible Party:	<i>Director of Student Financial Services</i>
Approved:	August 10, 2021		
Revised:	(DATE)		
Reviewed:	(DATE)		

Statement of Procedure

All students registered at SUNY Broome assume financial liability at time of registration by acknowledgement of the Financial Responsibility Agreement. Students who do not meet their financial obligations by the payment due date are subject to the procedure of de-registration for non-payment

Related Policies:

FI6010 De-Registration for Non- Payment

General Guidelines

To meet their financial obligation, and avoid deregistration students are required to confirm their enrollment and meet one of the following criteria prior to the due date:

1. Make payment in full out-of-pocket by the due date.
2. Have enough anticipated financial aid awards (Grants/Loans/Scholarships) to cover charges in full by the due date.
3. Set up a payment plan with the Student Accounts Office for the full amount due no later than the due date or date of registration (whichever is later).
4. If expecting tuition to be funded by an outside third party, such as a scholarship from an organization outside of SUNY Broome, or by an employer, **the student must notify the Student Accounts Office and provide documentation before the bill due date to avoid de-registration.**
5. A combination of the above.

Exceptions:

Students who fall into the below categories will not be subject to de-registration

- Full Time Matriculated Students (those registered for 12 credits or more who owe less than \$999).
- Students who are non-matriculated or are registered for less than 12 credits and owe less than \$499 will not be subject to de-registration.
- Students who have a valid FAFSA on record with the Financial Aid Office and are otherwise eligible for Financial Aid (matriculated, good academic standing, not over 150%).

Students whose classes have been de-registered will be subject to a \$50 non-refundable, non-negotiable re-registration fee.

Outreach to At Risk Students

Registered students will begin to receive outreach regarding their charges from Student Financial Services upon Registration. Outreach will be via SLATE and in the form of emails (and phone or text if a valid phone number is on file).

All outreach lists are saved in the O Drive

Lists will be shared with key campus stakeholders starting 1 week prior to the bill due date for department outreach.

Prior to Start of Semester

On the Friday prior to the start of the semester, all registered students will receive a phone call, email, and text message to inform them they are registered and they have until midnight of night before the semester starts to avoid incurring a liability.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	07282021	LH	<i>Director of Student Financial Services</i>