

208-03 DROP FOR NON-PAYMENT THRESHOLD—PROCEDURE

1. PURPOSE

The purpose of this procedure is to document drop for non-payment processes.

2. PROCEDURE

1. Drop for Non-Payment Threshold

- a. The drop for non-payment threshold will follow the current in-state tuition rate and be equal to the cost of in-state tuition for one credit hour plus \$1.
- b. The drop threshold will be updated for any changes to the in-state tuition rate before the start of the non-payment drops for fall term each academic year.
- c. Students with balances in excess of the drop threshold will be subject to published drop for non-payment dates.
- d. Students with balances below the drop threshold will be notified of their outstanding balance and invoiced accordingly.

2. Partial Payment of Classes

- a. Students that have made partial payment in excess of the drop threshold, but do not have full payment arrangement, may be dropped from unpaid classes.
- b. Classes will be dropped in order they were added, with the last class added dropped first.
- c. Classes may be dropped until the student balance falls below the drop for non-payment threshold.

3. BACKGROUND

1. References: None
2. Revision history: 01/03/2018 (new)
3. Legal review: None
4. Sponsor: Business and Administrative Services

Adopted by College Council: 01/03/2018

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