GENERAL STATEMENT OF POLICY

A student who does not pay the University in a timely manner may be subject to:

1. **Financial Probation** - The status of being delinquent on an account when (a) payment has not been received by the University and (b) no approved financial aid is on file with the Student Financial Services Office that would defer payment of the charge(s). Students who have delinquent account balances and/or who have missed two payment deadlines after the start of the semester will be placed on Financial Probation.

2. **Financial Suspension** - The status that results after the University has made effort to notify the student of the Financial Probation status and the student does not take appropriate measures to cover delinquent charges. The Financial Suspension status will exist when the student is delinquent on an account and (a) no approved financial aid is on file in the Student Financial Services Office that will defer payment of delinquent charges, and (b) the student has not completed University approved contractual arrangements for payment of unpaid delinquent charges, or (c) the student has failed to make payments on delinquent charges as contracted with the University. The Financial Suspension status makes the student ineligible to attend classes, to take examinations, to receive grades, to live in residence halls, or to participate in University sanctioned events.

3. **Administrative Withdrawal** - If the student does not pay the balance in full by the given due date, the student is Administratively Withdrawn from the University.

“Financial Probation” “Financial Suspension” and “Administrative Withdrawal” may result from unpaid charges for incidental, general, and course fees, residence halls charges, returned checks, traffic tickets and/or any other account obligations. The Vice President for Finance & Administration will establish procedures for implementation of the policy as approved by the Board of Regents.
OPERATING PROCEDURES

1. Financial Probation – After the 3rd payment due date for the Fall or Spring semester, any student who has a delinquent account balance will be placed on financial probation. At this time, a letter is mailed to the student, (both permanent and temporary addresses if applicable) and an email notice is sent (Southeast Student Email) notifying them of the amount of the delinquent balance. If the amount is not paid by the due date given in the Probation letter, the student is placed on Financial Suspension.

2. Financial Suspension - Once placed on financial suspension, the student is mailed (both permanent and temporary addresses if applicable) and an email notice is sent (Southeast Student Email) notifying them of their financial status and giving a due date to pay their account. If the student elects to pay the account balance in full within the time period specified, he/she may request reinstatement of their course schedule from their assigned Financial Counselor in the Student Financial Services Office. A $50 fee will be charged to the student’s account and is due prior to reinstatement. Students who are not reinstated from financial suspension will be administratively withdrawn.

3. Administrative Withdrawal - At this time, the student’s class schedule is cancelled, housing contract (if applicable) is cancelled, balance remains due in full, and eligibility for University-sanctioned events is terminated. Until the balance is cleared, transcripts will not be released and future enrollment will not be allowed. There is no reinstatement from Administrative Withdrawal.