HSC OP: 77.10, Student Financial Responsibility Agreement

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the policy for obtaining student financial responsibility agreements for all Health Sciences Center students, to comply with enrollment reporting regulations established by the Texas Higher Education Coordinating Board. This HSC OP applies to all TTUHSC students, regardless of their campus location.

REVIEW: This HSC OP will be reviewed on March 15 of each even-numbered year (ENY) by the Director of Student Business Services, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration by April 15.

POLICY/PROCEDURE:

1. All incoming TTUHSC students must complete a Student Financial Responsibility Agreement (Attachment A) prior to enrolling for courses at TTUHSC. This agreement is completed prior to the online registration process on the webraider portal.

2. Student Financial Responsibility Agreement forms may be printed from Attachment A or obtained from TTUHSC Student Business Services.

3. Student Business Services will mark each student’s record in the Student Information System to indicate that this requirement has been completed.

4. Students who fail to complete a Student Financial Responsibility Agreement may have a hold placed on their record preventing them from future registration and the release of official transcripts. Further, students who fail to complete an Agreement may be cancelled from their courses for the current semester/term (see HSC OP 77.09).