



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 77.09, **Cancellation of Students for Non-Payment of Tuition and Fees**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the policy for cancellation of students for non-payment of tuition and fees. This HSC OP applies to all TTUHSC campus locations.

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

POLICY/PROCEDURE:

1. The dates of cancellation for TTUHSC are set as follows:

Fall and Spring Terms

- Ten (10) weeks or longer in duration
All students who have not met the state mandatory payment requirement of 50% of their tuition and fees and/or have not completed a Student Financial Responsibility Agreement (see [HSC OP 77.10](#)), will be cancelled at the close of business on the 20th class day.
- Less than ten (10) weeks in duration
All students who have not met the state mandatory payment requirement of 100% of their tuition and fees and/or have not completed a Student Financial Responsibility Agreement (see [HSC OP 77.10](#)), will be cancelled at the close of business on the 15th class day.
- Students who have accepted financial aid awards that are pending, may be placed on hold with the Student Financial Aid Office to avoid cancellation.
- Students who have their tuition and fees covered by a third-party sponsor may avoid cancellation if all necessary paperwork has been submitted to Student Business Services prior to the cancellation date.

Summer Terms

- Ten (10) weeks or longer in duration
All students who have not met the state mandatory payment requirement of 50% of their tuition and fees and/or have not completed a Student Financial Responsibility Agreement (see [HSC OP 77.10](#)), will be cancelled at the close of business on the 15th class day.
- Less than ten (10) weeks in duration
All students who have not met the state mandatory payment requirement of 100% of their tuition and fees and/or have not completed a Student Financial Responsibility Agreement (see [HSC OP 77.10](#)), will be cancelled at the close of business on the 15th class day.

- Students who have accepted financial aid awards that are pending, may be placed on hold with the Student Financial Aid Office to avoid cancellation.
 - Students who have their tuition and fees covered by a third-party sponsor may avoid cancellation if all necessary paperwork has been submitted to Student Business Services prior to the cancellation date.
2. In the event that circumstances direct, cancellation dates can be modified after approval by the appropriate parties.
 3. Student Business Services will produce a listing of all students who have not met minimum payment requirements and/or have not completed a Student Financial Responsibility Agreement (see HSC OP 77.10) at least ten (10) working days prior to the cancellation date. This listing will be provided regularly to the Registrar, Student Financial Aid, and School Student Affairs Office so that all offices can make effort to minimize the number of student cancellations. Final cancellation notifications will be sent to all offices in addition to the Dean.