



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

### **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 of Finance and Operations.

### **POLICY/PROCEDURE:**

1. All incoming TTUHSC students must complete a Financial Responsibility Agreement (Attachment A) for each semester of enrollment at TTUHSC.
2. The Financial Responsibility Agreement should be completed electronically by going to the TTUHSC webraider portal, <https://portal.texastech.edu>. Prior to being transferred to the portal, the student will be prompted to sign any outstanding Financial Agreements. Once all financial agreements are completed, the student will no longer receive these prompts prior to being transferred to the portal.
3. If unable to complete the form electronically, Financial Responsibility Agreement forms may be printed from Attachment A or obtained from TTUHSC Student Business Service website under Forms.
4. Student Business Services will mark each student's record in the Student Information System to indicate that this requirement has been completed.
5. 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).