Administrative withdrawal due to nonpayment timeline

Students with an outstanding balance greater than $500 approximately two weeks after the payment due date will have all enrollment cancelled (current and future), have student meal plans cancelled and will be removed from campus housing.

Students will be responsible for paying prorated room and meal plan charges after courses are cancelled, if applicable.

Timeline* – Spring 2016 (Regular Sessions and First Eight Week Session)

Monday, January 11th
• 1st day of spring 2016 regular session and first eight week courses

Monday, January 18th
• Begin Financial aid disbursement to accounts

Friday, January 22nd in Business Office & Sunday, January 24th Online
• Payment deadline for regular and first eight week sessions
• Notify Housing to send out eviction notices so there is a 30 day notice before enrollment cancellation occurs

During the week of Monday, January 25th
• Late fees applied to student accounts
• Communication sent to students via email and paper letter notifying them a late fee has been added as well as informing them of enrollment cancellation deadline of February 14th.

Monday, February 15th
• Notify Housing to inactivate meal plans

Monday, February 22nd
• Notify START or Records to cancel enrollment
• Remove students from campus housing

Timeline* – Spring 2016 (Second Eight Week Session)

Monday, March 14th
• 1st day of spring 2016 second eight week courses

Monday, March 21st
• Begin Financial aid disbursement to accounts

Friday, March 25th in Business Office & Sunday, March 27th Online
• Payment deadline for second eight week sessions
• Notify Housing to send out eviction notices so there is a 30 day notice before enrollment cancellation occurs

During the week of Monday, March 28th
• Late fees applied to student accounts
• Communication sent to students via email and paper letter notifying them a late fee has been added as well as informing them of enrollment cancellation deadline of April 17th.

Monday, April 18th
• Notify Housing to inactivate meal plans

Monday, April 25th
• Notify START or Records to cancel enrollment
• Remove students from campus housing

*Students with an outstanding balance of $150 or greater as of April 15th, will receive an enrollment cancellation notice, which will include cancelling the student’s future enrollment and housing contract.

Students may have the option to be reinstated once the following requirements are met:
• Proof of payment in full for all tuition and fees owed
• Permission from professors to be re-enrolled