

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

7052 REGISTRATION CANCELLATION

Tuition and Fee Due Date

Payment of tuition and fees is due by the last business day prior to the start of classes. Students who have not paid in full, do not have a financial aid deferment, or have not established a payment plan will have their registration cancelled. An extension of the payment due date shall be granted for:

- students who have filed for financial aid and an Institutional Student Information Record (ISIR) has been received by Northland
- students who are enrolled in the Post-Secondary Enrollment Options (PSEO) program
- students who have been in the military and are awaiting funding from the V. A. and have a deferment in place
- students attending under a consortium agreement with another MN State college or university who have ISIRs on file at those institutions
- students who have set up a payment plan with FACTS Management Company (available through the online registration website), which requires an initial payment equal to \$300 or 15% of the total due for tuition and fees
- Student has paid at least \$300 or 15% of the tuition and fees due

All students registering for credit courses between the last business day prior to the start of classes and the end of the 5th business day of the term are required to meet payment based on the standards outlined above upon registration or the students' registration will be cancelled for nonpayment.

The College President or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a student needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due. Deferrals must document the reason for and time duration of the deferral and must be signed by the President or designee and processed and maintained by the Business Office.

Payment Plans

Students will have the opportunity to set up a payment plan with FACTS Management Company, which must be in place prior to the fifth business day of the semester. Students will be obligated for classes in which they are enrolled as of the fifth business day of the semester. A payment plan will not be available for students enrolling only in a class of short duration, such as a course that runs for only half term.

For students who have not paid in full, or have not established a payment plan by the 25th business day of the term, shall be placed on a mandatory payment plan through Northland and be assessed the approved payment plan fee in order to not be administratively withdrawn from the college.

Registrations After the Fifth Day

Late registrants (those registering after the fifth business day of the semester) shall be required to pay at least \$300 or 15% of the tuition and fees due at the time of registration.

Date of Adoption:
Date of Implementation:
Date & Subject of Revisions:

Exec. Council 3/14/06; SGC 4/13/06
Fall Semester 2006
4/19/06

9/27/2006 – punctuation corrections

5/10/07 – change in due date, moved to Finance Series

4/14/2010 – added paragraphs 2 & 3 in due date section

06/08/11 Revised

07/07/11 Revised