

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

7052 REGISTRATION CANCELLATION

Tuition and Fee Due Date

Northland Community and Technical College shall cancel student registrations for all credit courses unless one of the following conditions has been met:

- 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/Net 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
- students who have paid at least \$300 or 15% of the tuition and fees due
- students who have received an approved waiver at least equal to the amount of tuition and fees due

The financial commitment day is fifteen (15) business days prior to the start of the term. Student registrations will be cancelled for nonpayment on:

- the fifteenth (15th) business day prior to the start of the term
- the end of the fifth (5th) business day of the term

unless one of the payment conditions based on the standards outlined above are in place.

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 (5th) 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 twenty-fifth (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 (5th) 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.

Related Documents: Procedure 5.12.3 Common Framework of Key Payment Related Dates and 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers

Date of Adoption:	Exec. Council 3/14/06; SGC 4/13/06
Date of Implementation:	Fall Semester 2006
Date & Subject of Revisions:	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
	03/12/12 Revised System date addition (-15 day cancellation date)
	05/11/12 Revised
	05/03/16 Revised – Removed one drop date