

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

7052P REGISTRATION CANCELLATION PROCEDURE

Students shall be notified at the time they register of the payment options available to them and the “Registration Cancellation Policy”. Students can view their account balance online through eServices. Students will be given the option to make electronic payments including one or more of the following choices: debit card, credit card (MasterCard or VISA), and electronic check (“e-checks”).

Two weeks prior to the start of classes, the Business Office will run a list of registrations to be cancelled for non-payment. This list will be reviewed by the Financial Aid office, Business office, and the Registrar’s office to verify that these registrants should be dropped for non-payment on the last business day prior to the start of classes and the end of the 5th business day of the term. Students will be notified by the Registrar’s office that their registration has been cancelled.

Students whose registration has been cancelled for non-payment may appeal to the Registrar’s office for reinstatement. Students may be re-enrolled on a space available basis. If registration appeal is granted, payment of tuition and fees is due according to NCTC policy #7052.

The student account must be paid in full prior to registering for a subsequent semester.

Payment Plan Options

The college offers students the option of setting up a payment plan to pay for tuition and fees through the use of a web-based payment plan which is accessible through the college website. The college website is connected to the common system-wide epayment processor selected for this purpose (“FACTS”). There is a \$25.00 charge for this service.

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payment plan through Northland and be assessed the approved payment plan fee in order to not be administratively withdrawn from the college.

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

SGC 5-10-07 Deadlines changed, moved from Student Series to Finance Series

4-14-10 -Deleted steps, screens & reports for electronic payments

7-7-11 Revised