

SECTION: 5. Student Policies

SUBJECT: Cancellation Reinstatement for Nonpayment (purges)

Background: This policy defines how a student who has not paid his/her tuition is removed from classes and (purged) and how they are reinstated (once payment has been received).

Point of Contact: Director of Admission/Registrar

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Office of the Registrar/Admissions, Division Offices, Controller's Office, Financial Aid Office

Date of approval by LCSC authority: May 23, 2013

Date of State Board Approval: N/A

Date of Most Recent Review: N/A

Summary of Major Changes incorporated in this revision to the policy: N/A

1. Registration, tuition, housing, meals and other fees are due by the fifth day of the fall and/or spring semesters. Summer fees are due by the first day of the first summer session in which a student enrolls.
2. Student accounts, with balances still owing and without a signed payment plan contract, after the fee payment deadline, are reviewed and contact attempts are made with phone calls and e-mails, to determine if the student is actively attending and/or has funding forthcoming. A determination is then made if the student's schedule of classes should be cancelled. Students that have not attended any classes are not contacted.
3. If it is determined that the schedule should be cancelled, a preliminary list is created and routed through the Controller's office, Financial Aid office, CDA Outreach and, when appropriate, Athletics and/or International Programs offices. Additional information is reviewed and a final list for enrollment cancellation is sent from the Controller's office to the Registrar's office. This is done before the enrollment report is sent to the National Clearinghouse verifying enrollment. Students are not allowed to attend classes after their schedule is cancelled for nonpayment.
4. **Upon receipt of the student schedule cancellation list (commonly known as the purge list), the following procedure is initiated:**
 - A. Registrar's office saves student's schedule of classes, and informs students via e-mail that their schedule will be cancelled for non-payment.
 - B. Registrar's office adds the student's division, advisor and instructional faculty and removes the amount due from list.
 - C. Registrar's office deletes classes and back-dates deletion to the day before the term begins

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- D. Registrar's office e-mails students via LCMail informing them their classes were removed and offering instructions for reinstatement.
- E. Registrar's office sends the Purged List to all Division Chairs and requests they send it on to faculty listed as either instructors or advisors of the purged students.
- F. Registrar's office places announcement on Intranet that class rosters are now final (and should be reviewed).

5. If a student whose schedule has been cancelled wishes to re-enroll, the following procedure is followed:

- A. Student contacts the Registrar's office for a Reinstatement After Cancellation form.
- B. Student meets with Controller's office to determine payment amount. Fees/refunds are calculated from the start date of the term. No special fee adjustments for cancellation/reinstatement. Late fees apply, and a \$100 reinstatement fee is assessed.
- C. Student contacts Student Health Services for health insurance coverage verification form.
- D. Student brings insurance form to the Controller's office and submits payment in full, or creates a formal contract arrangement with the Controller's office.
- E. The Controller's office confirms aid eligibility (if applicable) with the Financial Aid office.
- F. The Student obtains faculty and division chair signatures (and stamps) for all courses seeking to be re-enrolled in on Reinstatement After Cancellation form and submits this form to the Controller's office. Students must re-enroll in the same number of credits from which they were purged, OR at the same enrollment status.
- G. The Controller's office verifies the Reinstatement After Cancellation form has:
 - 1. the appropriate credit load
 - 2. all faculty and division chair signatures and stamps for each class to be added
 - 3. an attached copy of the insurance form.
- H. The student submits the Reinstatement After Cancellation form AND the insurance form to the Registrar's office for processing.
- I. The Controller's office notifies the Financial Aid office of the re-enrollment for packaging, if applicable.
- J. The Registrar's office re-enrolls the student in the courses listed on the add slip and sends the student an email to their LCMail account. If any of classes are web-based, the Registrar's office notifies the Distance Learning office.

DEADLINE for students to re-enroll is within 10 class days of classes being cancelled for Fall and Spring classes and within 5 class days of cancellation for Summer Session classes.