

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 for nonpayment) how they are reinstated (once payment has been received).

Point of Contact: Registrar & Records

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Admissions, Division Offices, Student Accounts, Financial Aid Office

Date of approval by LCSC authority: May 23, 2013

Date of State Board Approval: N/A

Date of Most Recent Review: 04/23/2018

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 who have not attended any classes will not be contacted.
3. If it is determined that the schedule should be cancelled, a preliminary list is created and routed through the Student Accounts office, Financial Aid office, CDA Outreach and, when appropriate, Residence Life, Athletics and/or International Programs offices. Additional information is reviewed and a final list for enrollment cancellation is sent from the Student Accounts office to the Registrar & Record'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 & 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 & Record's office adds the student's division, advisor and instructional faculty.
 - C. Registrar & Record's office deletes classes and back-dates deletion to the day before the term begins

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- D. Registrar & Record's office e-mails students via LCMail informing them their classes were removed and offering instructions for reinstatement.
 - E. Registrar & Record'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 & Record'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 & Record's office for a Reinstatement After Cancellation form.
 - B. Student meets with Student Accounts 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 reinstatement fee is assessed.
 - C. *If required, student obtains authorized signature from appropriate division(s) indicating that Proof of Health Insurance has been verified. (*Health Insurance is mandatory for students participating in one or more of the following programs: International Student, Varsity Athletics, Nursing or Radiographic Science Programs.*)
 - D. The Student obtains faculty and division chair signatures (and stamps) for all courses seeking to be re-enrolled on the Reinstatement After Cancellation form and submits this form to the Student Accounts office. Students must re-enroll in the same number of credits from which they were purged, OR at the same enrollment status.
 - E. The Student Accounts 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. Signature that insurance has been verified by the applicable department if required.
 - F. The Student submits payment in full. Payment plans are only an option to allow time for financial aid to disburse. If payment solution includes financial aid funding, Student Accounts office confirms aid eligibility with the Financial Aid office and creates a formal payment arrangement to allow time for academic participation verification to release aid.
 - G. The student submits the Reinstatement After Cancellation form to the Registrar & Record's office for processing.
 - H. The Student Accounts office notifies the Financial Aid office of the re-enrollment if applicable.

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- I. The Registrar & Record'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 & Record's office notifies e-Learning Services.

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.