

SECTION: 5.0 STUDENT POLICIES

SUBJECT: CANCELLATION REINSTATEMENT FOR NONPAYMENT

Title: Cancellation Reinstatement for Nonpayment (Purges)

Background: This policy defines how an LC State 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 LC State offices directly involved with implementation of this policy, or significantly affected by the policy: Admissions, Division Offices, Student Financial Services

Date of approval by LC State authority: May 2013

Date of State Board Approval: N/A

Date of Most Recent Review: February 2026

Summary of Major Changes incorporated in this revision to the policy: Update student email and office names

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 fifth 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 and down payment after the fee payment deadline, are reviewed and contact attempts are made with phone calls, text messages, 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 Student Financial Services, 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 Student Financial Services to the Registrar & Records 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 & Records office saves student's schedule of classes, and then informs students via e-mail that their schedule will be cancelled for non-payment.
 - B. Registrar & Records 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.
 - D. Registrar & Records office e-mails students via WarriorMail informing them their classes were removed and offering instructions for reinstatement.
 - E. Registrar & Records office sends the Cancellation List to all Division Chairs and requests they send it on to faculty listed as either instructors or advisors of the cancelled students.
5. If a student whose schedule has been cancelled wishes to re-enroll, the following procedure is followed:

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- A. Student contacts the Registrar & Records office for a Reinstatement After Cancellation form and their class schedule.
- B. Student meets with Student Financial Services 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. Student obtains faculty and division chair signatures or emails from official LC State email accounts for all courses seeking to be re-enrolled on the Reinstatement After Cancellation form and submits this form to Student Financial Services. Students must re-enroll in the same number of credits from which they were-cancelled, OR at the same enrollment status.
- D. Student Financial Services verifies the Reinstatement After Cancellation form has:
 - i. The appropriate credit load.
 - ii. All faculty and division chair signatures and stamps for each class to be added.
- E. 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 eligibility is confirmed and a payment arrangement is processed to allow time for academic participation verification to release aid.
- F. Student submits the Reinstatement After Cancellation form and class schedule to the Registrar & Records office for processing.
- G. The Registrar & Records office re-enrolls the student in the courses listed on the add slip and sends the student an email to their WarriorMail account. If any of classes are web-based, the Registrar & Record's office notifies e-Learning Services.

<p>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.</p>
