

Office/Contact: Office of Business and Finance

Source: SDBOR Policies 5.5 and 5.7

Link: <https://public.powerdms.com/SDRegents/documents/1722920>;

<https://public.powerdms.com/SDRegents/documents/1722937>

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Administrative Withdrawal for Accounts Receivable Balances

NUMBER: 5:28

1. Purpose

This policy implements SDBOR Policies 5.5 and 5.7 and sets forth the guidelines for administrative withdrawal of students with accounts receivable balances at the University.

2. Definitions

- a. Charges: Charges relate to an elected activity and cannot be mandated by the University. Miscellaneous field trip expenses and services from an outside vendor are the only acceptable charges related to courses.
- b. FACTS: A third-party payment plan utilized by University students for paying tuition and fees.
- c. Fees: The surcharge, whether per credit hour or annual, necessary to cover the costs associated with a course above and beyond tuition. There are four (4) classes of fees: Mandatory Fees, Fees for Service, Discipline Fees, and Delivery Fees. All fees must have SDBOR approval.
- d. Hold: A restriction put on a past due student account to restrict certain student activities, such as the ability to add or drop classes, receive grade transcripts, and registration for future academic terms.
- e. Non-Standard Term: All other lengths of instructional time with beginning or ending dates that are different from the officially adopted fall and spring academic terms.
- f. Standard Term: The officially adopted fall and spring academic terms.
- g. Tuition: The charge, whether per credit hour, per semester, or annual, that is assessed to students for the support of instruction and administrative costs.

3. Policy

- a. Students will be required to pay their outstanding balances according to established deadlines or make other financial arrangements including, but not limited to, payment plans, deferments for financial aid, or third party payments.

- i. Any payment arrangement other than the FACTS payment plan must be documented on the Colleague restriction screen and the student must pay a charge equivalent to the FACTS payment plan charge. If the student does not meet the terms of the agreement, there will be an additional late fee charge added in accordance with the late fee schedule defined in SDBOR policy.
- ii. Students with at least one (1) standard term course will be required to pay their full tuition and fee balance or make other financial arrangements no later than the day after census date for the standard term.
- iii. Students who are enrolled in only non-standard term classes, as defined in SDBOR Policy 5.7, will be required to make payment or payment arrangements no later than the day after census date for the standard term. Students enrolled in only non-standard term classes will be able to make payment arrangements to defer payment of their account until the start day of their first non-standard term course.
- iv. Students who have a balance due after the established deadline and are not administratively withdrawn will be assessed late fees. If the account balance is \$250 or more, a student accounts receivable hold will be placed on the account until the balance is paid in full.

b. Cancellation of Registration or Administrative Withdrawal

- i. Students are expected to make full payment or make an arrangement to pay by the established deadlines. If not, the student's enrollment will be:
 1. Canceled if they never attended a class within the term as verified by the faculty prior to the term due date;
 2. Administratively withdrawn if they did attend a class or classes within the term as verified by the faculty with a last date of academic activity prior to the term due date, and they have a past due balance of \$250 or greater; or
 3. If a student's course enrollment for a term consists of all courses that have a begin date after the census date of the term, the University will not cancel the student's enrollment or assess a late fee until the end of the add/drop period for the course with the earliest start date. At this time, the student will be Administratively Withdrawn in accordance with the procedures in section 3.b.i. and 3.b.ii.

c. Administrative Withdrawal Impacts

- i. Administrative Withdrawal by the University will occur no earlier than the day after census date of the standard term, and the University will complete administrative withdrawals by the end of the extract freeze date for the term.
- ii. The student will owe the SDBOR for tuition and fees assessed as of the date of the Administrative Withdrawal.

- iii. A Withdrew/Date entry will be recorded on the student's academic transcript.
- iv. Students who have not paid in full and were not administratively withdrawn prior to extract freeze date of the term will have the appropriate restriction entered on their record by the University reflecting the "arrangement to pay."

4. Procedures

- a. Following each census date and each add/drop period, the Cashier's Office will identify all students with a past due balance owed to the University.
- b. Within five (5) working days of being identified, all students with a past due balance will be notified in writing by the Cashier's Office of the past due balance, options to resolve the past due balance, and a deadline for each term to pay their account in full or contact the Cashier's Office to make alternate arrangements for payment. This communication will provide notice that, should payment in full or alternate arrangements not be made, the student's registration will be canceled for all future terms, and a student accounts receivable hold will be placed on their account until the balance is paid in full.
- c. Within two (2) working days of the last day to withdraw and receive a "W" grade for each term., the Cashier's Office will do each of the following:
 - i. Identify students with a past due balance greater than \$750 for cancellation of enrollment for future academic terms. The Cashier's Office will provide a list of students to the Registrar for removal of all coursework for all future terms and place a student accounts receivable hold on the student account.
 - ii. Identify students with a past due balance of greater than \$250 and place a student accounts receivable hold on their account.
 - iii. Send the final list of students to have future academic terms canceled to the following offices: AVP for Student Affairs, Card Services, Financial Aid, Housing and Residential Life, Provost, VP for Finance and Budget, VP for Student Affairs, or their successor units.
- d. The Registrar will complete the Cancellation of Registration process for the students with past due balances greater than \$750 and notify the Cashier's Office when this is complete within one (1) working day of receipt of the list from the Cashier's Office.
- e. The Cashier's Office will send a final notice to the student stating their registrations for future term courses were canceled for a past due balance or the student's coursework for future terms has been dropped for lack of payment within one (1) working day of the list release.
- f. Housing and Residential Life will identify students living in the residence halls that have had Cancellation of Registration for all future terms and contact the student(s) to arrange for a check-out date at the end of finals week unless they are registered for classes by the end of finals week. Contact will be made with each student within one (1) working day of receipt of the list from the Cashier's Office.

- g. Card Services will shut off door, event, and meal plan access for the next term within one (1) working day of receipt of the notice from Housing and Residential Life. Card Services will be notified by Housing and Residential Life when any student becomes re-enrolled and requires card and meal plan access to be restored.
- h. Housing and Residential Life will use lists from the Cashier's Office to compare student housing assignments with registration status on multiple occasions prior to the start of each term to prevent students from moving in to residence halls without registration for classes. The Cashier's Office will provide updated lists to Housing & Residential Life and Card Services on the following schedule:
 - i. The day after the last day to withdraw and receive a "W" for each term.
 - ii. December 1st and weekly through the start of the spring semester.
 - iii. August 1st and weekly through the start of the fall semester.
 - iv. Daily the week prior to classes starting for the fall and spring term.

Fall Process

- i. One (1) month prior to move-in and on a weekly basis until move-in, Housing and Residential Life will notify all students assigned a residence hall room without registration based on a list provided by the Cashier's Office that they will be unable to check-in to the residence hall unless they are registered for classes.
- ii. Housing and Residential Life will notify Card Services of any student(s) who are assigned a residence hall room but not registered for classes by Thursday prior to move-in. Card Services will deactivate the door, event and meal plan access for each student within one (1) working day of receipt of notice.

Fall to Spring Process

- i. For students living in the residence hall in the fall, with no registration for spring, on or about December 1st, Housing and Residential Life will notify student(s) that they are required to move out of the residence hall at the end of finals week unless they are registered for spring classes by the end of finals week.
- ii. Housing and Residential Life will follow up with these students the Friday prior to finals week if they are still not registered for classes, reminding them to schedule their check-out with the appropriate Housing and Residential Life staff member by the end of finals week.
- iii. One (1) week prior to move-in, Housing and Residential Life will notify all students assigned a residence hall room without registration that they will be unable to check in to the residence hall unless they are registered for classes.
- iv. Housing and Residential Life will run another comparison the Thursday prior to move-in and notify students not registered that they will be unable to check

in to the residence hall unless they are registered for classes.

- v. Should a student have belongings in the assigned room, Housing and Residential Life will make arrangements with the student to move belongings from the room prior to move-in dates.
- vi. Housing and Residential Life will notify Card Services of any student(s) who are assigned a residence hall room but not registered for classes by Thursday prior to move-in. Card Services will deactivate the door, event and meal plan access for each student within one (1) working day of receipt of notice.
- vii. Should a student re-enroll for the spring term, Housing and Residential Life will ask for the student to provide proof of registration by logging into their WebAdvisor account and showing registration. Housing and Residential Life will assign the student housing and communicate with Card Services to reactivate door, event, and meal plan access on the same day housing is assigned.

Summer Term

- i. Housing and Residential Life will review each applicant and request information from the following offices and/or the student directly:
 - a. Cashier's Office: determination of a past due balance.
 - b. Registrar's Office: Determination if student is registered for summer term and/or fall semester.
 - c. Student: documentation showing internship employment in the Brookings area and/or work assignment on campus from the supervisor.
- ii. Following receipt of information from these sources, Housing and Residential Life will determine if the student is eligible to live in the residence halls during the summer term and communicate a decision to the individual requesting housing and Card Services.

5. Responsible Administrator

The Vice President for Finance and Budget and the Vice President for Student Affairs, their successors or designees, are responsible for the annual and ad hoc review of this policy and annual review of procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President on 09/28/2017. Revised 01/30/2024 (clerical).