

DIN: 1100-1-02
Title of Policy: Cancellation of Registration Due to Non-Payment

Policy

The College is dedicated to providing access to its courses to learners who in return fulfill their financial obligations. In accordance with [Policy 5.12](#) of the Minnesota State Colleges and Universities, registration will be cancelled for learners who have not met one of the following conditions by no later than five business days after the first day of classes in any semester:

- NTC’s Financial Aid Office has received the results of the learner’s financial aid application (FAFSA -- Free Application for Federal Student Aid), OR
- NTC’s Business Office has received a down-payment of \$300 or 15% of tuition and fees due for the semester, OR
- The learner has submitted a Third Party Billing Authorization to NTC’s Business Office.

The President or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a learner needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due. Deferrals must document the reason for and time duration of the deferral and must be signed by the President or designee.

Purpose

To ensure that college policy is in compliance with statute and [Board policy 5.12](#).

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Chief Financial Officer	Ensure compliance with this policy
Business Manager	Track learners’ status and provide to Registrar’s Office on end of fifth day of the semester the list of registered learners who are in compliance with this policy.
Registrar	Cancel the registrations of all registered learners who are not in compliance with this policy by the end of the fifth day of the semester.

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

[MnSCU Policy 5.12](#)

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 10/05/06 1:44 PM
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Approved: Dr. Quistgaard	Date: 9/24/06	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>