

EGSC Policy Regarding Non-Payment of Fees

Adopted by President's Cabinet 1/24/17

In accordance with Board of Regents Policy 7.3.3, all tuition and fees (mandatory and elective) are due and payable at the time of registration and the registration process is not considered complete until all tuition and fees have been paid.

Exceptions to the timely payment of tuition and fees are as follows:

1. Deferment of tuition and fees up to the amount authorized for a specific academic term for students whose fees are guaranteed and will be paid by an outside agency under a documented agreement with the institution. Examples include: GOARMY, Navy Air Force, Marines, Florida and Alabama Prepaid, South Carolina Tuition Prepayment Program, UPS Tuition Prepayment, Georgia Independent Living (GA DFACS), East Central GA (WIA)
2. Deferment of tuition and fees up to the amount of aid granted for a specific academic term for students with institutionally administered loan or scholarship in process.
3. Deferment of tuition and fees up to the limited stated in the certificate or other document for a specified academic term for foreign students who have a certificate or other acceptable documented evidence that payment will be made after a statement of charges from the student has been presented for payment.
4. Election, by the institution to collect fees, in advance, on an installment basis specifically for housing. Example: Nelnet plan
5. Submission of an approved plan to the USG Office of Fiscal Affairs electing to collect tuition and mandatory fees on an installment basis in advance of services provided. Example: Nelnet plan

To maintain compliance with BOR policy, EGSC will work aggressively to consider all forms of fee payment to assist students in meeting established fee payment deadlines. Student registration may be held, up to the amount of Federal Financial Assistance authorized. Students having applied for financial aid, but not yet approved, will be counseled concerning all forms of financial assistance including a fee payment plan. USG Fiscal Affairs will determine applicability of fee payment plans. Students with extenuating circumstances surrounding the status of their student account will be considered on a case-by-case basis.

Beginning in the spring 2017, the official tuition and fee payment deadline will be on the third business day of the term (spring/fall). The cancellation for non-attendance will occur, as usual, on the seventh business day of the term. On the tenth business day of the term, students must have an established guarantee of payment agreement. The cancellation for non-payment of tuition and fees will occur on the 15th business day of the term. Students will be allowed five business days to re-register and pay outstanding tuition and fee obligations.

Within the week following the cancellation for non-payment, students who have had their registration removed will have the opportunity to choose to re-register. East Georgia State College no longer requires faculty to enter five-week (early warning) grades into Banner, therefore the Office of the Registrar has no way of knowing the academic standing of students attempting to re-register for courses. Students choosing to re-register and pay for fewer hours than their full schedule will be making a financial decision regarding the course(s) for which they will re-register affording them the opportunity to continue the pursuit of their academic course of study.

Following this deadline—on the 20th business day of the term, all class rosters will be considered finalized. Faculty will be notified and students who no longer appear on course rosters will be required to discontinue attendance.

Maymester

The official tuition and fee payment deadline will be on the first day of the Maymester. On the first day of the term, students must have an established guarantee of payment agreement. Those who do not will have their classes canceled. Faculty will be notified and students who no longer appear on course rosters will be required to discontinue attendance.

Summer (Full and Mini-mester)

The official tuition and fee payment deadlines for Summer semester will be on the first day of the Full and mini-mester terms. Mini-mester classes will be canceled on the first day of the term and students will be granted 5 days to pay and re-register. Students in Full term courses who have a promise to pay will be granted to the 5th day of classes before classes are canceled. They will have until the 10th day to pay and re-register. Following cancellation for non-payment, faculty will be notified and students who no longer appear on course rosters will be required to discontinue attendance.

