

TCF Academic Catalog Addendum- Dated 11/5/2024

Administrative Course Withdrawal due to Non-payment

Administrative withdrawal from academic courses due to non-payment is a policy by which students are disenrolled from classes when they do not pay their account balance owed for an academic semester by the end of add/drop periods for the course. This policy is intended to ensure students are successful in fulfilling their financial obligation to the College, which in turn frees them to succeed in their educational journey. It does this by providing 1) clear and reasonable payment requirements and timelines, 2) personalized communication efforts, 3) staff assistance in navigating complex decisions, and 4) safeguards against the incurring of college debt.

Date	Event
January 6, 2025	Administratively withdrawn from Winter Intensive courses due to non-payment, after end of business day (4:30pm)
January 10, 2025	Tuition Due Date
January 10, 2025	Payment reminder email sent to all registered students
January 15, 2025	Payment reminder email and text message sent to all registered students
January 17, 2025	Students with balances will be administratively withdrawn from their Spring A 8 week academic courses due to non-payment, after end of business day (4:30pm)
January 20, 2025	Students with balances will be administratively withdrawn from their Spring 16 week academic courses due to non-payment, after end of business day (4:30pm)
March 14, 2025	Payment reminder email for Spring B sent to all registered students
March 21, 2025	Students with balances will be administratively withdrawn from their Spring A 8 week academic courses due to non-payment, after end of business day (4:30pm)

How to Avoid Being Dropped

Here are your options:

- 1. Make a Payment**
- 2. Enroll in a Payment Plan and Pay the First Installment**
- 3. Check the Status of Your Financial Aid**

Start off the next semester stress-free! We strongly recommend that you ensure your financial arrangements are in order for the upcoming semester before leaving campus for winter and summer breaks.

FAQs

What charges make up my Total Bill and are included in the drop criteria?

The Total Bill is a comprehensive summary of all charges for the semester posted to your student account by the fee payment deadline. These charges generally include (but are not limited to) tuition, housing and all corresponding academic and campus fees..

If I'm dropped for non-payment, will all my fees be reversed?

You can expect to receive a 100% reversal on all charges related to tuition for the semester minus a \$100 administrative fee for each course dropped.

How do I know if I have enough Financial Aid?

Always contact the Office of Financial Aid with all of your questions regarding how much aid you have received and the timeline of receiving your aid.

Do I keep my spot in classes after being dropped for non-payment?

No, your course registrations are canceled entirely, and the seats are made available to other students. After arranging payment and clearing your registration hold, you will need to register from scratch, depending on course availability at that time.

This is written for administrative withdrawal for nonpayment on page 27 under the "Student account payment deadline" section AND on page 42 after the "Adding/Dropping/Withdrawing (Courses)" section

I, Eric J. Bargerhuff, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective 11/5/2024 and will incorporate this course code/name update into the next revision of our catalog.



Dr. Eric J. Bargerhuff, Vice President for Academic Affairs

11-5-24

Date