

Subject: Student Payment of Tuition and Fees

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1. Purpose

This policy addresses situations in which a student who is expected to receive some form of financial aid or third-party support for payment of tuition may continue to be enrolled in TCC classes.

The policy is consistent with the policy of the Virginia Community College System ([VCCS Policy Manual](#) section 4.3.3), which stipulates:

“A student’s tuition and fees must be paid, charged to a third party sponsor, or covered under a signed tuition payment plan agreement prior to the end of the add/drop date. Should a student fail to pay or charge to a third party sponsor all tuition and fees prior to the end of the add/drop date, that student must be dropped from his or her class(es).”

The VCCS policy further authorizes the college president to grant limited exceptions to the requirement that tuition and fees (collectively, “tuition”) be paid prior to the end of the add/drop date, provided that the tuition be paid not later than the term end date.

2. Policy

Students are expected to pay their tuition by the established tuition due date for each term or session in which they are enrolled and, in any case, not later than the day on which they register for classes if the tuition due date has passed. Those students who are expected to receive financial assistance—including scholarships, federal & state financial aid, and veteran’s assistance—or have their tuition covered

by an official third-party contract arrangement, may retain their enrollment status until the add/drop date. The method for holding a student in an enrolled status past the date on which tuition payment would normally be due is the assignment of a “Do Not Drop” (“DND”) indicator to the student’s record in the Student Information System (SIS).

Occasionally, a student’s financial assistance or third-party arrangement may not be in place by the add/drop date. In those instances where a staff member designated by the campus provost can make an assessment at a 95 percent confidence level that a student will receive the expected financial assistance or third-party support by the mid-point of the session or term, the DND indicator may be placed on or left in place on the student’s SIS record. The justification for such a decision shall be documented and retained for review. In no case, shall a student’s enrollment be extended past the mid-point of the session or term if the tuition has not been paid.

Each campus provost shall designate a limited number of campus staff who are authorized to extend a student’s enrollment beyond the add/drop date in expectation of that student receiving financial assistance or third-party support—i.e., use the DND indicator. Prior to the add/drop date for each term or session, the campus provost shall review the justification provided for each student whose enrollment is being continued pending fulfillment of his/her tuition obligation. In any case for which the campus provost finds the rationale to be insufficient or the date that the tuition obligation is expected to be fulfilled falling after the mid-point of the term or session, the DND indicator shall be removed from the student’s SIS record and the student notified of the action. The campus provost assumes full responsibility for all DND actions taken on his/her campus.

3. Responsibilities

The Vice President for Academic & Student Affairs, in consultation with the Vice President for Finance, shall develop, promulgate, and maintain procedures that implement this policy.

4. Procedures

To be developed.

5. Definitions

No definitions are associated with this policy.

6. References

[VCCS Policy Manual](#)

7. Review Periodicity and Responsibility

The Vice President for Academic & Student Affairs shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy was approved by the College President on October 9, 2008.

Policy Approved:

Deborah M. DiCroce
President

9. Review and Revision History

This is the first version of this policy. The policy was re-formatted to be consistent with the college's format for policies and procedures in July 2009.