



## Administrative Policy

**Title:** Outstanding Debt/Administrative Drop Policy

**Source:** Bursar’s Office

**Prepared by:** Bursar and Manager, Student Debt Management

**Approved by:** CU Denver Enrollment and Billing Committee/Associate Vice Chancellor for Budget and Finance

**Effective Date:** 8/01/2018

**Replaces:**

**Applies:** CU Denver

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### Introduction

The purpose of this policy is to establish the practice for administratively removing students from future-enrolled courses if they have a past due tuition and fee debt to CU Denver in excess of \$500.00.

### Policy

Students who owe a past due debt to the university in excess of \$500.00 will be administratively dropped from any future terms if the past due amount is not paid in full or set up on a payment plan. The drop will occur the Friday prior to the first day of classes of the next term.

### Procedures

Performed by:	Action:
Bursar’s Office	<ul style="list-style-type: none"> <li>• During the last month of each term, a query will be run to identify students who are enrolled in a future term, but have not fulfilled a prior financial obligation to the university</li> <li>• The Bursar’s Office will add the “BAW” Bursar Admin Withdrawal Service Indicator (SI) on the account to identify these students.</li> <li>• The Bursar’s office will remove the BAW only if the account is paid in full, payed below \$500.01, or the student has signed up for a payment plan in their student portal (a BP1 service indicator will be assigned automatically when student enrolls in a payment plan).</li> </ul>

<b>Performed by:</b>	<b>Action:</b>
Bursar's Office	<ul style="list-style-type: none"> <li>• Student Debt Management staff (SDM) will contact each student by email, by letter, and phone to notify them that they will be administratively dropped from all future terms if the balance is not satisfied before the Friday prior to the first day of classes of the next term.</li> <li>• The Bursar's office is responsible for adding the BAW service indicator to students if they have a B02 and are allowed to register after the original list is created. They must also notify the student of the admin withdrawal policy when they remove the B02.</li> <li>• Student Debt Management will run a final report the Wednesday before classes start to identify students with the "BAW" SI who have not paid in full. If the account is not cleared, the student is added to list sent to the Registrar's office for removal from classes.</li> </ul>
Office of The Registrar	<ul style="list-style-type: none"> <li>• The Registrar's Office Tuition Appeals Coordinator will review the final list to determine if any student has a pending tuition appeal related to the outstanding debt. Students with related pending appeals will not be administratively dropped.</li> <li>• All students who have not met one of the above exceptions will be administratively dropped by The Office of the Registrar on the Friday prior to the first day of classes for the next term. Students who resolve their outstanding debt prior to the end of the drop/add period may reenroll in courses (space allowing).</li> </ul>