



Administrative Policy or Guideline

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: 1/1/2015

Replaces:

Applies: CU Denver Campus

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 \$300.

Policy

Students who owe a past due debt to the university in excess of \$300 will be administratively dropped from any future terms if past due amount is not paid in full before the Friday prior to the first day of classes of the next term.

Procedures

Performed by:	Action:
Bursar's Office	<p>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.</p> <ul style="list-style-type: none"> The Bursar's Office will collaborate with Financial Aid and Scholarship Office to determine if any student has verifiable incoming aid that will fully satisfy any past due debt. If the aid is for the upcoming term, it must cover the estimated costs of the upcoming term and the past due balance. If so, students will not be administratively dropped. If

Performed by:	Action:
Office of The Registrar	<p>tuition is paid by a third party, they will not be administratively dropped.</p> <ul style="list-style-type: none"> • Student Debt Management staff (SDM) will attempt to contact each student in question 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. • 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 pending appeals will not be administratively dropped. <p>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).</p>