

 <b>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</b>	<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 09/09	Revision Date: 05/10 05/15 12/18	Page: 1 of 1
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		Subject: FINANCIAL PROBATION / CANCELLATION		

## GENERAL STATEMENT OF POLICY

A student who does not pay the University in a timely manner may be subject to:

1. **Financial Probation** - The status of being delinquent on an account when (a) payment has not been received by the University and (b) no approved financial aid is on file with the Student Financial Services Office that would defer payment of the charge(s). Students who have delinquent account balances will receive a late fee and may be placed on Financial Probation.
2. **Financial Cancellation** - The process that occurs after the University has made effort to notify the student of Financial Probation and the student does not take appropriate measures to resolve delinquent charges. Financial Cancellation will occur when the student is delinquent on an account and (a) no approved financial aid is on file in the Student Financial Services Office that will defer payment of delinquent charges, and (b) the student has not completed University approved contractual arrangements for payment of unpaid delinquent charges, or (c) the student has failed to make payments on delinquent charges as contracted with the University. Financial Cancellation results in the student being withdrawn from all courses for the related and/or future semester(s). Financial Cancellation makes the student ineligible to attend classes, to take examinations, to receive grades, to live in residence halls, or to participate in University sanctioned events.

Students who are financially cancelled may be eligible for a period of reinstatement if (a) the course(s) had already commenced and (b) all delinquent charges have been resolved through the Office of Student Financial Services.

“Financial Probation” and “Financial Cancellation” may result from unpaid charges for tuition, general, and course fees, residence halls charges, returned checks, traffic tickets and/or any other account obligations. The Director of Student Financial Services will establish procedures for implementation of the policy as approved by the Board of Regents.