

Administrative Drop for Non-payment of Tuition/Fees Procedure

Williston State College will administratively drop students for non-payment of tuition and fees.

Procedure:

1. Enrolled students who have not established a payment plan or who have not made a payment of \$250.00 or more towards the current term tuition and fee charges, (either by personal payment, 3rd party payment, or financial aid), will be dropped from enrollment during the week prior to 4th week enrollment reporting.
2. Benefitted Veteran Affairs students who have submitted proper certification paperwork to the campus VA office shall be excluded from the drop procedures.
3. Prior to processing an administrative drop, students meeting the above criteria shall be notified by student account personnel and their representatives, via phone calls, mailed invoices, and WSC email communications. Failure to review communications listed above or incorrect/missing contact information will not suspend the administrative drop process. Consequences of non-payment of tuition and fees for Early Entry students is addressed in a separate procedure.
4. Administrative Withdrawal to Zero Credits forms shall be created by Student Accounts personnel by 4 P.M. on the Tuesday prior to the 4th week enrollment reporting and submitted to the Director for Student Financial Aid to begin the withdrawal process.
5. Pending financial aid will not exempt students from the required payment plan set up or minimum payment of \$250.00.
6. Students who are administratively withdrawn for non-payment reasons will be notified by a mailed letter and email to their WSC email address.