



**Administrative Procedure #:** [Click or tap here to enter number](#)

**Title:** Removal from Class for Non-Payment

**Effective Date:** [Click or tap here to enter date](#)

## **SECTION 1. PURPOSE & SCOPE**

- 1.1. **PURPOSE:** The purpose of this procedure is to establish a clear and consistent process for the administrative removal of students from classes due to non-payment of tuition and fees. This ensures compliance with the Fairmont State University Board of Governors' Tuition and Fee Policy (FA-01) and maintains financial integrity while providing fair and transparent communication to students. This procedure implements the Fairmont State University Board of Governors Policy on Tuition and Fees and all related financial and enrollment management regulations governing student billing and account management.
- 1.2. **SCOPE:** This procedure applies to all students enrolled at Fairmont State University who have not satisfied their financial obligations by the established payment deadlines. It includes, but is not limited to, unpaid tuition, mandatory fees, housing, dining, fines, and other student account charges.

## **SECTION 2. APPROVAL, DELEGATION & APPLICABILITY**

- 2.1. **APPROVAL:** The Vice President for Enrollment Management has the authority to enforce this procedure.
- 2.2. **DELEGATION:** The Vice President for Enrollment Management may delegate authority for the administration and enforcement of this procedure to the Student Accounts Office, which will coordinate with the Registrar's Office and other relevant units as needed.
- 2.3. **APPLICABILITY:** This procedure applies to all Fairmont State University students and to administrative units responsible for billing, collection, and enrollment management processes.

## **SECTION 3. DEFINITIONS**

- 3.1. **ADMINISTRATIVE REMOVAL:** The process by which a student is withdrawn from all registered classes due to non-payment.



- 3.2. FINANCIAL HOLD: A restriction placed on a student's record that prevents registration, transcript release, or diploma issuance until financial obligations are satisfied.
- 3.3. NON-PAYMENT: Failure to pay tuition and fees, or to establish an approved payment plan, by the published due date.
- 3.4. PAYMENT DEADLINE: The published date by which payment or payment arrangements must be made to avoid removal.

#### **SECTION 4. PROCEDURE**

##### 4.1. Billing and Payment Expectations

4.1.1. Students are responsible for reviewing their student accounts and paying all tuition, fees, and other charges by the published due date.

4.1.2. Payment deadlines are outlined in the Academic Calendar and posted by the Student Accounts Office.

4.1.3. Failure to meet payment obligations or make approved arrangements will result in administrative removal from classes.

##### 4.2. Communication and Notification Process

4.2.1. Prior to removal, the University will make reasonable and documented attempts to notify students of unpaid balances through:

4.2.2. Email notifications to the student's official Fairmont State email account

4.3.3. Phone calls or text messages (when available)

4.4.4. Mailed or emailed billing statements

4.4.5. Notices will specify the balance due, the payment deadline, and the consequences of non-payment.

##### 4.3. Administrative Removal from Classes

4.3.1. Students who do not pay or establish an approved payment plan by the deadline established by Enrollment Management will be administratively removed from all registered classes.

4.3.2. The Student Accounts Office, in coordination with the Registrar's Office, oversees the removal process.



4.3.3. Once removed, there is no official reinstatement process. Students must re-enroll in a future term after all financial obligations are satisfied.

#### 4.4. Financial Holds

4.4.1. Students removed for non-payment will have a financial hold placed on their account, restricting registration, transcript access, and diploma release until an approved payment plan is established.

#### 4.5. Financial Aid and Special Circumstances

4.5.1. Students with pending financial aid must ensure all required documentation is completed before the payment deadline.

4.5.2. Students experiencing financial hardship are encouraged to contact the Student Accounts Office prior to the deadline to discuss available options.

#### 4.6. Collection Process

4.6.1. Accounts remaining unpaid after administrative removal will follow the procedures outlined in the University's Student Accounts Collections Procedure.

4.6.2. Accounts may be referred to an external collection agency, and students will be responsible for any associated collection costs.

### **SECTION 5. INTENDED AUDIENCE**

5.1. The intended audience of this procedure are the undergraduate and graduate students of Fairmont State University.

### **SECTION 6. REVISION HISTORY** *(A record of all changes made to the procedure.)*

6.1. FREQUENCY OF REVIEW: This procedure will be reviewed every three (3) years or as needed to ensure continued compliance with Board of Governors and institutional policies

6.2. APPROVED: [Click or tap here to enter text](#)