



## **310 POLICY – Student Financial Responsibility Process**

### **310.1 Statement of Policy**

When a student enrolls at Redlands Community College, he or she is responsible for enrollment tuition and fees. These charges will not be canceled or refunded unless the student completes the drop process for all classes before the end of the Add/Drop period. Students who fail to pay tuition and fees or to make suitable arrangements for payment of tuition and fees, may be denied admission to classes in future semesters. Unpaid tuition and fees are also subject to collection agency action and the State of Oklahoma tax intercept program.

A petition for Extenuating Circumstances can be completed if the student has a valid eligible documented reason. This form can be requested at the Business Office or Financial Aid office.

Adopted November 2017



## **310 PROCEDURE – Student Financial Responsibility Process**

### **310.1:1 Statement of Procedure**

When a student enrolls, they are financially responsible for all tuition and fees associated with the classes in which they enroll. Students who do not drop their enrolled classes by the posted drop date of each semester will be responsible for all charges.

If a student has an extenuating circumstance and would like to file a petition to have their charges removed, they must first fill out a Petition for Extenuating Circumstances request form. This form is located in the Business Office or the Financial Aid office and is available upon request. An extenuating circumstance is defined by:

- A. Serious illness or injury verified by medical records and a health care practitioner's written statement. All medical documentation must be supplied with request form.
- B. Death of a spouse, parent/legal guardian, sibling, or child. Death certificate and/or obituary must be supplied with request form.
- C. Military duty assignment verified by a copy of the signed military orders.
- D. Natural disasters will be considered on a case by case basis.

Request form and all required documentation must be turned in to the Executive Vice President of Administration and Finance within one (1) year from the start date of the semester that the student is petitioning. After the request and all supporting documentation has been reviewed, the Executive Vice President of Administration and Finance will notify the student in writing of the decision. If the request is approved, the Executive Vice President of Administration and Finance will authorized the Business Office to remove the tuition and fee charges associated with the semester that is being petitioned.

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