

**PRAIRIE VIEW A&M UNIVERSITY**  
**Administrative Procedures Manual**

**13.99.99.P0.04 Dropping Students for Non-Payment**

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**Supersedes: APM 70.05**

1. Background

Section 54.007 of the Education Code Allows students to pay their tuition and fees using one of two payment options: (1) 100% at the beginning of the semester, or (2) 50% at the beginning of the semester, 25% at the start of the sixth week of class and 25% at the start of the eleventh week of class. Section 54.209 defines tuition and fees as “tuition, service fees, lab fees, building use fees, and all other fees except room, board or clothing fees, or deposits in the nature of security for return or proper care of property.” Thus, all tuition and fees assessed by the University, except room and board, must be paid in accordance with one of the above two options for a student to remain in school beyond the official census date. In an effort to maximize collection efforts and to maintain consistency with state law, the university imposes the same requirements on room and board as well.

2. Dropping Students for Non-Payment

- 2.1 A report of students with outstanding balances due the University is generated from SIS+ after the close of the Cashier’s Office on the payment due date. The list is reviewed by the Accounts Receivable Office, the Student Financial Aid Department, and the Office of the Vice President for Finance & Administration to identify students on the list who should not be dropped.
- 2.2 The Manager of Treasury Services collects the requests not to drop students from the various reviewing offices and finalizes the drop list. The drop list is then forwarded to the Registrar so that the enrollment of students in an unpaid status can be dropped. When the students are dropped, all required tuition and fees (excludes room, board and laundry) are automatically dropped as well.
- 2.3 Copies of the drop list are provided to the Auxiliary Support Services Department and the Housing Department so that the room, board and laundry charges can be canceled for those students dropped and prorated billings for services received forwarded to the Accounts Receivable Office for billing.

3. Reinstatement Requests

- 3.1 Students who have been dropped and who feel that an error has occurred may complete a Request for Reinstatement form and submit it to the Registrar’s Office. The Registrar will review the requests and route them to the appropriate office for approval.
- 3.2 All requests are reviewed and approved/disapproved by the appropriate vice president and returned to the Registrar’s Office.
- 3.3 The students will be advised by the Registrar’s Office as to the outcome of their request.

4. Forms

Request for Reinstatement Forms are available in the Registrar’s Office.

Contact: Manager of Treasury Services