



WNCC Administrative Procedure

Title:	Tuition and Fees: Delinquent Accounts
Division:	Administrative Services
Category:	Income and Investments
Reference:	BP-320 Student Tuition Fees, and Other Revenue Sources
Number:	AP-320.01
Date of Approval:	May 19, 2023
Approval:	John Marrin, Interim President

Purpose

This procedure defines and establishes a process for delinquent student accounts.

Scope

This procedure applies to all Western Nebraska Community College students, regardless of location.

Definitions

Administrative Hold – A restriction placed on a student’s account preventing the student from further registration for classes or acquiring official transcripts.

Delinquent Account – A student account that has an outstanding financial obligation and has no College-approved payment plan established through the WNCC Business Office.

Financial Obligation – Any outstanding debts or regular payments due to the College.

Student Account – A record of charges and payments related to a student’s enrollment at WNCC, including tuition, fees, room, board, and other financial obligations to the College.

Procedure

A student must meet all financial obligations to the College to qualify for continued enrollment. Students that have current outstanding bills with the College shall not be allowed to enroll or acquire an official academic transcript upon graduation. Such students shall have an “administrative hold” placed on their student account until such outstanding debts are paid in full.

If a student account balance is not paid in full or a student is not enrolled in a College-approved payment plan on or before the first day of class, they may be at risk of being withdrawn from their classes.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: December 3, 2019
Revision Date: May 19, 2023
Sponsoring Division: Administrative Services