

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

APP 8032 Administrative Action for Non-Payment

It is the Administrative procedure of the Southwestern Oregon Community College District that the administration may invoke the following sanctions against students with delinquent financial obligations.

The administration may:

1. Place a student on administrative hold which shall include an additional administrative hold fee and responsibility for any balance owed.
2. Withhold a certificate, diploma, or degree;
3. Prohibit subsequent registrations until debt is paid;
4. Assign the account to a collection agency;
5. Refer the credit record to a credit bureau;
6. Assess necessary charges to reconstruct student enrollment records;
7. Withhold transcripts and/or grade reports;
8. Require full payment for all College services prior to registration for a period not to exceed three years after the account has been paid in full.

All delinquent debts will accrue interest at the rate of eighteen percent (18%) per annum in addition to the monthly late fee listed in the yearly fee schedule.

Student will pay all attorney's fees, collection costs and any other charges necessary for the collection of any amount not paid when due.

Students withdrawing from classes AFTER the published refund period are not eligible for a tuition refund and must still pay the balance due on any loans, educational student loans, and accounts receivable.

The charge for NSF returned checks is listed in the yearly fee schedule.

COSIGNERS on all student loans will receive a copy of this procedure at the time they sign for the loan. If sanctions are imposed, cosigners will be billed for payment of the loan. The Administrative Action for Nonpayment applies to COSIGNERS.

Students having challenges meeting their financial obligation or other concerns should address their questions to the Student First Stop Center.

Adopted by Board of Education:

Procedure #7.090 September 24, 1986

Revised: March 15, 1993

Revised: July 24, 1995

Changed to Administrative Procedure January 22, 1996

Revised: February 7, 2005

Revised September 5, 2012

Revised: January 12, 2023 – Updated numbering (formerly Admin. Policy 9.032)

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.