

IV:07:08 PAYMENT OF STUDENT FEES AND ENROLLMENT OF STUDENTS

An applicant for admission to Volunteer State Community College will be considered and counted as a student when all assessed fees have been paid in cash, when the initial minimum payment due under the deferred payment plan (IV:07:01) has been paid, or when an acceptable commitment from an agency or organization approved by the Director of Financial Aid has been received by the institution. An applicant shall possess an acceptable commitment when he/she has timely submitted an application for financial aid with the responsible probability of receiving such. The Director of Financial Aid will make the determination if an application has been submitted with a reasonable probability of being accepted.

Payments may be made by cash, check, Visa, MasterCard, money order, or cashier's check. Third party checks will not be accepted unless approved by the Assistant Vice President for Business and Finance.

When an applicant tenders payment of fees by means of a personal check, the applicant will be considered and counted as a student. If the check is subsequently dishonored and returned, the institution will assess the applicable returned check fee, the late registration fee, if applicable, and will deny grade reports, transcripts and future registration privileges until such dishonored check and related fees are paid in full.

An acceptable commitment from an agency or organization shall be limited to a commitment that identifies the applicant and promises to pay all unpaid assessed fees for such applicant.

Agencies or organizations which may be approved by the institution or school for purposes of making acceptable commitments for applicants shall be limited to agencies of the federal or state governments authorized to provide financial aid, established financial institutions, established in-state or out-of-state corporations which employ the applicant, foreign embassies and foreign corporations, and other organizations which have previously demonstrated the ability to pay the commitment. No commitments from individuals will be accepted on behalf of applicants.

This policy shall not affect enrollment of students receiving financial assistance from any federal or state financial aid programs. All federal or state financial aid granted to a student shall be applied to pay maintenance fees or tuition and other assessed fees before any excess may be distributed to the student.

All assessed fees shall include maintenance fees, tuition, debt service fees, service charges, and any other incidental fees assessed at the time of registration, and shall include any and all assessed fees outstanding from prior enrollment at the institution by an applicant. All fees shall be assessed and payable at the time of registration or the bill due date for pre-registration periods to the extent determinable.

Students who do not pay all fees due by the fee due date will be removed from the class rolls for failure to pay fees.

No applicant will be considered for admission as a student until all due and payable outstanding fees and charges from prior terms, of whatever nature, have been paid by the applicant.

The institution is authorized by the Tennessee Board of Regents to establish charges for late registration and/or checks that are returned dishonored, and such charges shall become assessed fees for purposes of admission.

In accordance with these guidelines, the president has authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances. All such actions should be properly documented for auditing purposes.

TBR Source: TBR Meetings, June 20, 1975; September 30, 1983; June 24, 1988; June 29, 1990; June 21, 1996; December 8, 2006.

VSCC Source: March 27, 1996, March 11, 1997, President; November 7, 2008, President