

Subject: Student Payment of Tuition and Fees

1. Purpose.....	1
2. Policy.....	1
3. Responsibilities	3
4. Definitions	3
5. References.....	3
6. Review Periodicity and Responsibility	3
7. Effective Date and Approval.....	3
8. Review and Revision History.....	3

1. Purpose

This policy addresses situations in which a student who is expected to receive some form of financial aid or third-party support for payment of tuition may continue to be enrolled in TCC classes.

The policy is consistent with the policy of the Virginia Community College System ([VCCS Policy Manual](#) section 4.3.3), which stipulates:

“A student’s tuition and fees must be paid, charged to a third-party sponsor, or covered under a signed tuition payment plan agreement prior to the end of the add/drop date. Should a student fail to pay or charge to a third party sponsor all tuition and fees prior to the end of the add/drop date, that student must be dropped from his or her class(es).”

The VCCS policy further authorizes the college president to grant limited exceptions to the requirement that tuition and fees (collectively, “tuition”) be paid prior to the end of the add/drop date, provided that the tuition be paid not later than the term end date.

2. Policy

Students are expected to pay their tuition by the established tuition due date for each term or session in which they are enrolled. For students that enroll after a tuition deadline, students have four business days to pay their tuition. Those students who are expected to receive financial assistance—including scholarships, federal & state financial aid, and veteran’s assistance—or have their tuition covered by an official third-party contract arrangement, may retain their enrollment status until the add/drop date. The method for holding a student in an enrolled status past the date on which

tuition payment would normally be due is the assignment of a “Do Not Drop” (“DND”) indicator to the student’s record in the Student Information System (SIS).

Occasionally, a student’s financial assistance or third-party arrangement may not be in place by the add/drop date. In those instances where a staff member designated by the Dean of Enrollment Management can make an assessment at a 95 percent confidence level that a student will receive the expected financial assistance or third-party support by the mid-point of the session or term, the DND indicator may be placed on or left in place on the student’s SIS record. The justification for such a decision shall be documented and retained for review. In no case, shall a student’s enrollment be extended past the mid-point of the session or term if the tuition has not been paid.

The Dean of Enrollment Management shall designate a limited number of campus staff who are authorized to extend a student’s enrollment beyond the add/drop date in expectation of that student receiving financial assistance or third-party support—i.e., use the DND indicator. Prior to the add/drop date for each term or session, the Dean of Enrollment Management or designee shall review the justification provided for each student whose enrollment is being continued pending fulfillment of their tuition obligation. In any case for which the Dean of Enrollment Management finds the rationale to be insufficient or the date that the tuition obligation is expected to be fulfilled falling after the mid-point of the term or session, the DND indicator shall be removed from the student’s SIS record and the student notified of the action. The Dean of Enrollment Management assumes full responsibility for all DND actions taken by designated staff.

3. Responsibilities

The Vice President for Student Affairs, in consultation with the Vice President for Administration and Chief Financial Officer, shall develop, promulgate, and maintain procedures that implement this policy.

4. Definitions

No definitions are associated with this policy.

5. References

[VCCS Policy Manual](#)

6. Review Periodicity and Responsibility

The Vice President for Student Affairs and the Vice President of Administration and Chief Financial Officer shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

7. Effective Date and Approval

This revision to the policy effective upon its approval by the College President on July 25, 2022.

Policy Approved:

Procedure Developed:

Marcia Conston, Ph.D.
President

Karen Campbell, Ph.D.
Vice President for Student Affairs

8. Review and Revision History

This is the first version of this policy. The policy was re-formatted to be consistent with the college's format for policies and procedures in July 2009.

Revision 1 updates position titles to align with the college structure.

Approved July 25, 2022 by President Marcia Conston.