

HERKIMER COUNTY COMMUNITY COLLEGE BOARD POLICY

TITLE: Student Deregistration

POLICY #: FA 22-6

DATE OF BOARD OF TRUSTEES APPROVAL: November 14, 2022

RESOLUTION #: 22-6, 24-10

POLICY STATEMENT: It is the policy of the Board of Trustees that students who have not satisfied financial obligations by the published due date for the term in which the student is registered, may lose their academic schedules, housing assignments and meal plans until all financial obligations to the College and its affiliated entities have been paid or satisfied. A satisfied student account is defined as costs being paid in full through confirmed financial aid, private payment, or enrollment in a payment plan, except for international students. Deregistration is determined by the Student Accounts Office.

Prospective students seeking to enroll within two weeks of the first day of classes or once classes have begun, will not be allowed to register until the prospective students have met with Admissions and Financial Aid/Student Accounts. Holds will be placed on the prospective students' accounts upon admission acceptance that must be cleared by Financial Aid/Student Accounts Offices before registration can take place.

Prospective students who arrive on campus without fulfilling all financial obligations to the college and its affiliated entities will not be placed in a housing unit until obligations have been met. These prospective students will be responsible for securing temporary off-campus housing until such time that their accounts are brought into good standing.

International Students: The I-20 will be terminated for international students who have not satisfied financial obligations by the published due date which may be reinstated if the student account moves to a good standing. International students are not allowed to enroll in a payment plan due to their sworn statements in the F-1 VISA interview that they have a minimum of \$20,000 available cash for educational purposes.

Exceptions to this policy may be made on a case-by-case basis based on professional discretion by the Student Accounts and Financial Aid Offices.

BACKGROUND: This policy allows the College to mitigate financial loss as a result of students who do not satisfy charges incurred for attendance. The College can no longer withhold transcripts on unpaid accounts, per SUNY policy, which has increased the risk of accounts remaining unpaid in perpetuity. For international students, there is no recourse that the College can pursue to collect bad debt once the student leaves the College. This policy was updated in 2025 with the addition that deregistration is determined by Student Account/Financial Aid Offices.

Revised: 4/28/2025