BUSINESS AND FINANCE DEPARTMENT Effective Date: July 1, 2025
Bursar

REGISTRATION PURGES POLICY

Policy Number	543-01
Approval Authority	Chief Financial Officer
Responsible Administrator	Bursar
Responsible Office	Bursar Office
Policy Contact	Bursar

1.0 POLICY STATEMENT

Students who wish to register for classes must settle all designated fees and charges by the specified due date, unless an extension has been granted through an authorized deferment. Classes for students who have not cleared all fees and charges will be removed in accordance with this policy and procedure. Additionally, any student with unpaid or non-deferred balances exceeding $200.00 will be purged from the system. Exceptions may be made upon the recommendation of the President, Chief Financial Officer, the Director of Financial Aid, and the Vice President of Enrollment Management.

2.0 IMPORTANCE AND REASON FOR THE POLICY

This policy aims to ensure the financial stability and operational efficiency of the institution by requiring students to fulfill their financial obligations in a timely manner. Prompt payment of fees and charges allows the university to allocate resources effectively, maintain academic offerings, and support essential student services. To uphold fiscal responsibility while promoting fairness and accountability, the university must enforce holds and class deletions for unpaid balances exceeding $200.00. Exceptions are carefully considered and approved by designated senior administrators to address special circumstances without compromising the institution's integrity.

The student registration purge plays a crucial role in maintaining the integrity and efficiency of institutional operations for the following reasons:

1. **Promotes financial responsibility** by encouraging students to fulfill their financial obligations, which helps the institution maintain stable revenue necessary to support academic programs, faculty, and student services.

2. **Promotes fairness** by removing students who have not paid or made payment arrangements, thereby promoting equity for those who have met deadlines and fulfilled their financial obligations.

3. **Manages course capacity** by purging unpaid registrations, which opens seats in high-demand classes for students who are ready and able to enroll. This ensures optimal use of classroom space and resources.

4. **Ensures compliance with financial aid regulations** by confirming that only eligible, fully registered students receive financial aid.

5. **Encourages timely communication and planning,** as the possibility of a purge motivates students to engage early with the financial aid office or establish payment plans, thereby reducing last-minute issues and delays.

3.0 DEFINITIONS

Hold – A hold is a restriction placed on a student's record, typically due to an unpaid fee, unmet requirement, or other issue, preventing them from accessing certain services, such as registration, grades, or transcripts.

Student Registration Purge - A student registration purge is the administrative process by which the university removes (or "drops") students from their registered classes due to non-payment of tuition, fees, or other required charges by a specified deadline. This action is typically taken to ensure that only students who have met their financial obligations or received approved deferments are officially enrolled. The purge helps the institution manage class capacity, financial planning, and compliance with institutional policies.

4.0 PROCEDURES

Purges are to occur by the Bursar on the following timeframes:

- The last business day before the first day of classes for Fall, Spring, and Summer terms;

- Before the fourteenth (14th) calendar day of classes for Fall, Spring, and Summer terms (to meet THEC 14th day requirement and non-paying Special Deferments);

- Other times as recommended by the Bursar after consulting with the Treasurer, the Director of Financial Aid, and the Dean of Admissions and Records, and approved by the Executive Level Administration.

5.0 AUTHORITY AND REFERENCES

This policy is issued under the authority of the Chief Financial Officer (CFO) and is enforced by the Bursar's Office. The CFO is responsible for ensuring compliance with this policy and for approving any exceptions.

6.0 HISTORY

Policy 5.06.01.2 Registration Purges