

3341-6-10 Cancellation of Student Class Schedule (De-Registration).

Applicability	All University units
Responsible Office	Division of Finance and Administration
Responsible Administrator	Controller

(A) Policy Statement and Purpose

Students are expected to fulfill their financial obligations (including but not limited to tuition and fees) to the university prior to the beginning of each semester in which they enroll. Students living in residence halls or using their food plan must meet the same payment requirements in order to gain access to their residence hall rooms or dining halls at the beginning of each semester.

(B) Policy

Student accounts must be paid in full or be up-to-date in an approved payment plan arrangement by the posted due date on the monthly bill preceding the semester start (e.g., August fifteenth for Fall Semester, and December fifteenth for Spring Semester) which falls prior to the start of semester classes. This policy also applies to occupancy in residence halls; i.e., students will not be permitted to move in (or return to) their residence hall rooms unless they have fulfilled their financial obligations according to the university's approved payment due dates. Failure to satisfy financial obligations, both past due and current charges, will result in cancellation of student class registration, on-campus housing and dining/meal plans.

This policy applies to all Bowling Green students for all student charges for fall, spring, and summer class schedules, residence hall room assignments, dining plans, past due balances and any other charges. The university email system will be used to notify students that their course registration has been cancelled.

Reasonable attempts will be made by the Bursar's staff to contact students via email and telephone utilizing the most recent data contained in the university's student information system. It is the student's responsibility to maintain current address and telephone contact information in the system. Students can update their address and telephone information under My Student Center in MyBGSU.

Students are encouraged to contact the Office of the Bursar with questions regarding their bills, bill due dates, and payment status.

Current tuition and general fee schedules, current due dates, and payment plan options can also be found on the Office of the Bursar's web site:
<http://www.bgsu.edu/bursar.html>.

Registered Date: March 17, 2015