

## **208-03 PARTIAL PAYMENT OF CLASSES—PROCEDURE**

### **1. PURPOSE**

The purpose of this procedure is to document the drop process for partial payments.

### **2. PROCEDURE**

1. Students that have made partial payment but do not have full payment arrangements by the published payment deadline (found in Procedure 501-03 Registration), may be dropped from unpaid classes.
2. Classes will be dropped in the order they were added, with the last class added dropped first.
3. If a student has not paid their entire balance, they will be dropped from the last classes added until their account balance reaches zero.

### **3. BACKGROUND**

1. References: 501-03 Registration Information
2. Revision history: 01/03/2018 (new), 05/21/2019
3. Legal review: None
4. Sponsor: Business and Administrative Services

Adopted by College Council: 01/03/2018

Adopted by Executive Council: 05/21/2019

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