

De-enrollment (or Cancellation) Rules

The Business Office establishes de-enrollment (registration cancellation) dates each quarter to officially “de-enroll” students for non-payment of tuition and fees.

1. If a student has not accepted the terms of his or her financial aid by the deadline to pay fees, his or her registration will be canceled. (Use the Financial Aid link for information about accepting financial aid.)
2. If a student’s anticipated financial aid exceeds his or her tuition and fees due, the student will not be de-enrolled **IF** he or she has accepted the terms of his or her financial aid by the deadline to pay fees.
3. A student will be de-enrolled (registration canceled) based upon the following criteria:
 - a. Student owes more than \$100.00; and
 - b. Has **not** received the results of their FAFSA; or
 - c. Has results of FAFSA, has anticipated aid but still owes more than \$100.00; or
 - d. Owes a balance from previous term.
4. It is assumed that all students will have paid or made arrangements to pay no later than the fifth day of the quarter. If a student owes any balance at all at this time, his or her registration will be canceled. Exceptions will be evaluated on a case by case basis.
5. On the 14th day of the quarter a final de-enrollment date will occur for all students that have not met the terms of their financial aid. Any students who have not met the terms of their financial aid by this date will be de-enrolled. This final de-enrollment date is necessary in order for the College to comply with federal financial aid disbursement rules as well as Ohio Board of Regents enrollment reporting rules.