

# Shawnee State University

SUBJECT: STUDENT ENROLLMENT: BUSINESS FUNCTIONS	POLICY NO. :	4.92
	ADMIN CODE:	3362-4-62
	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	01/17/14
	NEXT REVIEW DATE:	01/2019
	RESPONSIBLE OFFICER(S):	PRESIDENT/ VPF&A
	APPROVED BY:	BOT

## 1.0 POLICY PURPOSE

The University is committed to enabling prospective and existing students to complete enrollment and related business functions required to remain in good standing with the University in an efficient, streamlined and student-friendly manner. The purpose of this policy is to ensure the establishment of business functions required for student business matters such as, but not limited to: enrollment and registration processes, course and laboratory schedules, deadlines for all required business actions such as the payment of tuition and fees, housing and meal plan rates, etc., payment due-dates for each term, refund schedules for drops and withdrawals, placement of student-account “holds” for non-payment, and guidelines for the collection of outstanding account balances.

## 2.0 PROCEDURES

The President will ensure the adoption of procedures and guidelines including the delegation of responsibility to University officials for the effective administration of this policy including the communication and distribution of information in a variety of formats.

History: Replaces: 2.14 (*Eff. 3/14/08*) and 4.23Rev. (*Eff. 2/9/07*)

Applicable Procedure: [4.92:1 Business Functions](#)