



## **POLICIES & PROCEDURES**

**Title: Registration Purge Policy**

**Document Number: AA\_035.0**

**Effective Date: 8/10/2021**

**Revised Date: 8/10/2021**

**Department: Registrar's Office**

### **Purpose**

The purpose of the registration purge is to ensure payment for all classes/services provided by the college to the student, validity of the class rosters, and students are provided the appropriate time in class to be successful.

### **Scope**

The entire College community.

### **Policy**

Students will be purged from all classes in a semester or term if their financial account is not in good standing and/or if they are reported as not attending in every registered class within the census period; 14 class days for full semester courses, and 7 days for the summer term. The census period for parts of term within a semester or term will be set by the Registrar's Office.

To explicitly define a student's financial account to be in good standing and prevent removal of classes, a student must meet one of the following conditions:

- The student has paid all tuition and fees for all classes in which the student is registered in the entire semester using cash, check, credit card, or debit card and the amount is posted in the system of record to reflect the student does not owe any amount of money to the college.
- The student has applied and is granted financial aid to include all grants, scholarships, waivers, outside resources, and loans that cover the entire amount owed to the college for all classes the student is registered for the entire semester and the amount has been applied in the system of record in the student's account.
- The student has applied and is granted scholarship money. The responsible issuer of the money has completed all proper processes and has officially and properly notified Louisiana Delta Community College of the money to be applied toward the student's account, and the amount has been properly

posted to the student's account in the system of record by the responsible party.

If a student has not completed all applicable requirements to have financial aid applied to their account, they must provide acceptable monies to cover the entire bill or utilize the payment plan to stay in classes. This includes students who have not completed all financial aid requirements, but think they will be granted financial aid, and students applying for a Satisfactory Academic Progress appeal. The Director of Financial Aid and Financial Aid Advisors have the authority to review a student's account and place a Financial Aid Purge Protection (FP) on the student's record to hold the student's classes as necessary. If the student is unable to secure funding or utilize the payment plan in order to stay in classes; the student will be required to cover their financial responsibilities, and if they are awarded monies from financial aid after the purge, the student will be reimbursed the amount they are eligible to receive.

Non-attendance status is defined as a student whose attendance is reported as not attended/not participated in all classes (to include online courses) within the first 14 class days (7 days for the summer term).

## **Procedure**

The Registrar will pull reports that will provide the information for each purge.

There are three set purges directly following set payment deadlines, which are published on the college's calendar.

1. **FIRST PURGE** – This purge is usually set the Thursday prior to the start of the first class for the full term, which is the first tuition deadline. The purpose of this purge is to identify classes for low-enrollment cancellation thus allowing the college to secure classes based upon paying students.
2. **SECOND PURGE** – This purge is set one day after add/drop date (on the fifth “in-class” day of the full term) and is the final tuition payment deadline. The purpose of the second purge is to set and maintain proper student rosters for classes prior to 14<sup>th</sup> day data freeze. No late enrollments will be authorized without exceptional extenuating circumstances.
3. **FINAL PURGE** - Once census rosters have been submitted to the Registrar's Office, students who have never attended or participated in all registered courses (to include online courses) will be identified and dropped. This ensures the College reports the student as non-attending and federal financial aid will not be disbursed. The disbursement of federal financial aid funds creates an institutional responsibility to collect unauthorized funds from the student.

Students who fall into any of the three categories listed above during the specified time-periods will be removed from their courses as if they never attended, and all related tuition and fees are removed.

Prior to each purge, a committee consisting of representatives from the Registrar's office, Academic Affairs, Enrollment Services, Financial Aid and Finance will determine the purge threshold after scrutinizing the total balance due for all registered students.

Effected students will be notified by the Registrar's office before and after each purge. In addition, students who fall into any of the categories listed above during the specified time-periods receive timely notices from the Registrar's office regarding the status of their balance due and/or attendance.

### **Purge Protection**

In order to prevent a student's classes from being purged, the following purge protections can be placed on the account:

- Bursar Purge Protection (BP) – Bursar's/Accounting Office
- Enrollment Services Purge Protection (EP) – Office of Enrollment Services
- Financial Aid Purge Protection (FP) – Office of Financial Aid
- Registrar Purge Protection (RP) – Registrar's Office

Under the discretion of the offices listed above, a purge protection may be placed on a student's account when it has been clearly identified and determined that a student will be eligible to receive enough financial aid, including Scholarships, VA Benefits, and Third Party Payments (WIOA, PHOCAS, etc..) to cover the student's entire account balance or enough funding that will prevent the student from being purged.

Below are the allowable reasons for **LDCC staff** to place a **Purge Protection** on a student's account:

#### **Bursar Purge Protection (BP)**

- Third party payment verification has been received.

#### **Payment Plan Purge Protection (PP)**

- Automatically placed on accounts once student enrolls in a payment plan with BankMobile.

#### **Special Circumstances - Bursar**

In the event that a special circumstance occurs and a student does not meet the allowable reason for a purge protection, a purge protection should not be placed on a student's account without approval from the CFO. Approvals for a Special Circumstance purge protection will be provided by an email.

## **Enrollment Services Purge Protection (EP)**

- Student is a dual enrollment student. At the start of each term (Fall, Spring, Summer), a purge protection hold is applied to allow for accounting to apply their dual enrollment waiver and bill the student's school district.
- Student is enrolled in a Workforce or "Special program" (i.e. Mortgage Document Program) where payment is secured (i.e. State funded) but will be delayed.

## **Financial Aid Purge Protection (FP)**

- Student has completed the Free Application for Federal Student Aid (FAFSA) and has submitted all required documents to the Office of Financial Aid in order to process the student's financial aid.
- Student has **accepted** Federal Direct Student Loans or Alternative Loans and the loan(s) have not authorized to the student's account.
- Students enrolled in the "Student Offender Program" that have been determined eligible for Federal Pell Grant and require a waiver to be applied to the student's account.
- Student's Federal Financial Aid has been authorized, but is not enough to cover the student's entire balance and the student is eligible and awaiting for TOPS to post to his/her account.

## **Special Circumstances – Enrollment Services and Financial Aid**

In the event that a special circumstance occurs and a student does not meet the allowable reason for a purge protection, a purge protection should not be placed on a student's account without approval from the Executive Director of Enrollment Management, the Director of Financial Aid, or a Campus Director. Approvals for a Special Circumstance purge protection will be provided by an email.

## **Registrar Purge Protection (EP)**

- Student is eligible to receive VA Benefits.

## **Purge Expiration Date**

No LDCC staff can place an end-of-time purge protection (XX-DEC-2099) on any student's account for any reason; any purge protection placed on a student's account should not exceed the census date for that term. Payment Plan Purge Protections will not exceed the final payment plan date for the semester.

## **Students in Financial Good Standing**

To explicitly define a student's financial account to be in good standing and prevent removal of classes, a student must meet one of the following conditions:

- The student has paid all tuition and fees for all classes in which the student is registered in the entire semester using cash, check, credit card, or debit card and the amount is

posted in the system of record to reflect the student does not owe any amount of money to the college.

- The student has applied and is granted financial aid to include all grants, scholarships, waivers, outside resources, and loans that cover the entire amount owed to the college for all classes the student is registered for the entire semester and the amount has been applied in the system of record in the student's account.

- The student has applied and is granted scholarship money. The responsible issuer of the money has completed all proper processes and has officially and properly notified Louisiana Delta Community College of the money to be applied toward the student's account, and the amount has been properly posted to the student's account in the system of record by the responsible party.

### **Attendance After Purge**

A student is strictly **not allowed** to attend a class without being registered for the class. If a student is identified as not being on the roster, the instructor will direct the student to immediately go to the Knight Center or Student Services to identify why the student is not listed on the roster. The student is not allowed to attend the class until the situation is resolved.

### **Student Appeal of Purge**

If a student is inadvertently purged and can prove their finances were in place appropriately prior to the final purge, they can fill out an add/drop slip (found on the college's website) and contact their appropriate division chair for reregistration. All add/drop slips after the final purge will require a signature from each instructor and the appropriate division chair. The form will be turned in to the Registrar for policy compliance review/approval and registration.

If the division chair and/or the Registrar, based on policy enforcement, denies the add/drop request, the student can appeal to the Vice Chancellor of Academic Affairs for review of the evidence. The Vice Chancellor of Academic Affairs, in collaboration with the Chief Finance Officer, has the authority to make exceptions based on extenuating circumstances that are out of the control of the student. These appeals will require evidence that exceeds normal circumstances and is considered to be exceptional, not common. (See Tuition and Fee Refund Policy FN\_107)