

**COMMUNITY COLLEGE OF VERMONT
ADMINISTRATIVE POLICIES**

*See also:
Financial Aid Policy
Complaint Resolution for Students*

STUDENT FINANCIAL OBLIGATIONS

**June 5, 2003
Page 1 of 1**

POLICY

In order to confirm enrollment, CCV students must meet their financial responsibilities to the college at the time of registration by either paying tuition and fees in full or verifying alternative methods of payment.

PROCEDURES

1. Students with outstanding debts to the college are not permitted to register.
2. Transcripts and diplomas will be withheld from students with outstanding debts.
3. Alternative methods of payment include:
 - a. **Financial Aid**
Registrations covered by financial aid must be authorized by a Financial Aid Counselor.
 - b. **Third Party Payment, Agency and/or Employer Payment**
Registrations covered by agency and/or employer payment must be accompanied by written authorization that specifies the amount of payment sponsored by the third party; the authorization must be without stipulations (e.g., successful completion of the course, obtaining a certain grade). Students will be liable for all costs if a third party fails to honor its sponsorship.
 - c. **Waivers and Scholarships**
Registrations covered by waivers or scholarships must be accompanied by written authorization that specifies the amount of payment sponsored or waived.
 - d. College-approved payment plan.