

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

**PROCEDURE NUMBER:** 4-1-404.21

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**PROCEDURE TITLE:** **STUDENT REMOVAL FROM CLASS ROSTERS  
FOR NON-PAYMENT OF FEES**

**BASED ON POLICY:** 3-2-105

**REVISION NUMBER:**

**OFFICE OF  
RESPONSIBILITY:** **STUDENT RECORDS**

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\_\_\_\_\_  
**PRESIDENT**

September 28, 2012  
\_\_\_\_\_  
**DATE**

**PURPOSE**

The purpose of this procedure is to provide a system for effective removal from class of students for failure to complete fee payment by the established deadline dates.

**PROCEDURE**

1. Students who fail to complete fee payment with the Business Office by the established payment deadline will be reported to Student Records for immediate removal from class rosters.
2. Students who qualify for deferments will complete a payment plan agreement with the Business Office.
3. Student names will be purged from the official class rosters. Any course vacancy following the purge will be filled on a first-come, first-served basis.