



POLICY STATEMENT

Financial Dismissal Policy **SU Policy Number: 402-007.0**

ORIGINATING OFFICE

Administration and Finance

PURPOSE

To support the university's financial health by reducing unpaid student balances through timely intervention and structured enforcement.

SCOPE

Applies to all students at Shippensburg University who carry unpaid balances across multiple semesters or carry excessive debt.

OBJECTIVE

The university's financial dismissal policy creates accountability for students by outlining deadlines, notification procedures, and consequences for not paying or arranging to pay their bills.

DEFINITIONS

1. *Clear Bill*: Students confirm attendance each semester through payment, anticipated financial aid, or payment plans.
2. *myShip Experience portal*: The online Student Information System for Shippensburg University students.

POLICY

Students are expected to clear their student account bill every semester. Students may clear their bills by making payment, demonstrating sufficient anticipated financial aid, and/or enrolling in a university payment plan by the due date of each semester. Bills can be viewed and paid for within myShip Experience portal.

Students with an outstanding balance will not be permitted to register for additional semesters. Students will be financially dismissed from the university when the student accrues outstanding balances over various semesters and/or the balance due becomes excessive.

RESPONSIBILITIES

PROCEDURES

1. The Student Accounts Office will identify students at risk for financial dismissal using the Financial Dismissal – Dynamic Aging Report of Active Student Argos report.
2. The Student Accounts Office will notify students by sending dismissal letters via SU email and by mail no later than December 20th for fall semesters and May 15th for spring semesters.
 - a. Dismissal letter will contain:
 - i. Detailed account balance information by term
 - ii. Deadline to resolve the account balance by January 3rd for fall semester dismissals and June 1st for spring semester dismissals.
3. For account balances not resolved by January 3rd/June 1st:
 - a. A second notification will be sent via SU email and by mail to notify students of their financial dismissal and to explain the policy/process for paying the balance due while not enrolled at the university. This notification will be sent out the week after the academic dismissal appeal meeting is held.
 - b. The Student Accounts Office will change the AR hold description to reflect the financial dismissal status.
 - c. A list of students academically dismissed will be provided to the Office of the Registrar and the Housing & Residence Life Office.
 - i. Upon receiving the list, the Office of the Registrar will:
 1. Inactivate the student using the code IH – Financial Dismissal for the next subsequent full term (fall or spring).
 - a. Academic Dismissal, Suspension, and Expulsion inactivation will trump use of Financial Dismissal code.
 2. Drop schedules for the next subsequent full term (fall or spring).
 - ii. Upon receiving the list, the Housing & Residence Life Office will:
 1. Remove students from future housing assignments.
4. If a student pays the balance after January 3rd/June 1st, but prior to the end of add/drop for the next subsequent full term (spring or fall):
 - a. The Student Accounts Office will provide the Financially Dismissed Reactivation form to the student.
 - i. The form above will provide a checklist of the items the student will need to complete to become reactivated, such as:
 1. The form will include standard acknowledgements about billing, financial aid, etc. that need to be investigated and resolved with various offices.
 2. The student will sign the form and return it to the Student Accounts Office.

3. The Student Accounts Office will forward the approved form to the Office of the Registrar.
4. The Office of the Registrar will reactivate (no fee) the student. A notification will be sent to Student Accounts, Retention, and Housing.
 - a. The Financial Aid Office does not need to be notified.
5. If residing on campus, the student must sign a paper housing agreement. The current housing agreement will be sent along with the Financially Dismissed Reactivation form.
5. After the end of add/drop for the next subsequent full term (fall/spring), students will need to follow the re-admission process to return in a future semester. There will be a re-admission fee, but Admissions can determine if they want to waive the fee, according to the current re-admit process.

RESCISSION

None

APPROVALSExecutive Management Team, 6/6/2025FILE NAME:DATE:DISTRIBUTION:

Public