

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**3100 - EXCEPTION TO THE TUITION DEADLINE**

Statement: The University's Vice President for Administration and Finance shall have the authority to grant the minimum dollar amount for the entire student body below which the University will not cancel pre-registration. The intent is to minimize bad public relations on those accounts that were not paid in full. This routinely occurs when differences between revised tuition rates, graduate versus undergraduate rates, music fees are omitted, or miscellaneous charges are assessed to an account. The following process will be followed:

- (1) The information regarding the prospective cancellations will be provided to the Assistant Vice President for Administrative Services and University Controller by number of students and dollar amounts outstanding in ranges.
- (2) A proposal will be made by the Bursar's Office to the Assistant Vice President for Administrative Services and University Controller recommending a minimum cancellation amount.
- (3) The Assistant Vice President for Administrative Services and University Controller will evaluate this information and make a proposal to the Vice President for Administration and Finance for a minimum dollar amount.
- (4) The Vice President for Administration and Finance will approve a minimal amount receivable outstanding amount to not cancel.
- (5) The Bursar's Office will notify those students having a minimum balance of their obligation through the normal billing process.
- (6) Follow-up correspondence will be sent which includes collection agencies and litigation if necessary.

**Responsibility:** Vice President for Administration and Finance

**Authorization:** Joseph M. Marchello, President

**Date:** December 1, 1988