



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-8520: Student Financial Rights & Responsibilities

Origination: 06/16/2021

Approved: 07/09/2021

Effective: 07/09/2021

Reviewed:

Last Updated:

SUBJECT: STUDENT FINANCIAL RIGHTS & RESPONSIBILITIES

1. PURPOSE

This policy defines a student's rights and responsibilities related to the financial obligations of their association with Northern Pennsylvania Regional College and the Business Office's obligations to those students.

2. SCOPE AND ACCOUNTABILITY

This policy is applicable to all students admitted to Northern Pennsylvania Regional College (NPRC or the College) and to the College's Business Office staff who will service them.

3. REFERENCES

- 3.1 INDX-0010: Master Policy Index
- 3.2 NPRC-3210: Student Rights and Responsibilities
- 3.3 Form 0010: Financial Responsibility Form

4. DEFINITIONS

- 4.1 E-billing is the electronic billing record maintained in the College's Student Information System and viewed in the NPRC portal.

5. POLICY

- 5.1 Northern Pennsylvania Regional College (NPRC) will proactively educate students to navigate the administrative systems of enrollment and payment.
- 5.2 NPRC's Business Office will provide adequate notice to students regarding any changes in billing policies.
- 5.3 NPRC staff will respond thoroughly to any student inquiry to resolve questions or concerns.

5.4 The student electronic signature on NPRC Form 8100 – Financial Responsibility Form – will commit the student to following the College’s policies related to the student’s financial responsibilities outlined on that form including but not limited to:

5.4.1 The promise to pay created by registration;

5.4.2 The timing of billing and how to access that information;

5.4.3 How and when to make payments; and

5.4.4 The impact of withdrawal on the student bill

6. RESPONSIBILITIES AND TIMELINES

6.1 NPRC uses electronic billing (eBill) as its official billing method and the College-issued email addresses as its official communication method.

6.2 Students must consistently check email and the student portal to remain aware of any issues arising from enrollment.

6.3 Students must raise any billing questions prior to the start of a term and resolve those issues no later than the payment due date.

6.4 Students who do not fulfill their obligations may be subject to Late fees, Holds and collections. A “Hold” will prevent the student from obtaining transcripts or registering for future classes.

6.5 The College Business Office will be responsible to create and publish procedures and any related materials reasonably necessary to implement this policy, including the creation of forms and training materials.

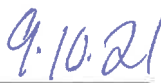
7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis as set forth in the College’s policy governing policy review.

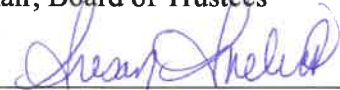
8. SIGNATURES



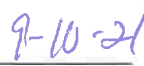
Chair, Board of Trustees



Date



President



Date

Attachments: None

Distribution: Board of Trustees; <https://regionalcollegepa.org>

Revision Notes: Policy in Origination