



May 6, 2021

MEMORANDUM

TO: Council of Chief Academic Affairs Officers
Council of Senior Student Affairs Officers
Vice Chancellors of Administration

FROM: Hae K. Okimoto, PhD
Associate Vice President for Student Affairs

SUBJECT: Recommendation for Disenrollment for Non-Payment for Fall 2021

As registration for the next academic term is upon us, the Office of the Bursar, in alignment with the recommendations made by the Blue Ribbon Committee, will commence with the Disenrollment for Non-Payment for those with prior semester outstanding balances on July 15, 2021. Any student with an outstanding balance greater than \$200 must either pay the outstanding balance or pay the outstanding balance down to \$200.00 or less. Prior term is defined as any term prior to the FALL 2021 term.

The expectation is Summer 2021 tuition will be paid by July 15, 2021 for all campuses. Prior to the end of this semester, my office will be sending an email to all Fall registered students informing them of the disenrollment date. We will also send messages upon disenrollment.

Campuses are able to run the Fall 2021 SZPNNOQ report tool to identify students with outstanding balances for a prior term. This tool provides student contact information in order for the campuses to reach out to students concerning their prior term balance. If you do not have access, please work with your campus registrar.

Any questions can be directed to me at 808-956-3504 or via email at hae@hawaii.edu.

cc: UH System Bursar, UH System Cashiers, UH System Registrars, UH System Financial Aid Officers

Attachment A: [Recommendation](#)

Blue Ribbon Committee on Disenrollment for Non-Payment Recommendation

Tuition and fees payments are required by 4:00 pm on the last business day prior to the start of the semester, or enrollment in the payment plan (5 month payment plan and student has the ability to join anytime).

At the time of registration, students will be required to indicate how they will make payment. Option will include:

- I will enroll in the payment plan
- I am receiving Financial Aid
- I will pay by (date: last business day before semester starts)
- I will be paying using VA benefits

If a student has not paid by the payment due date, their account is considered delinquent. Consequences for delinquency begins the day after the last day to withdraw without a “W”. The consequence will be a Financial Obligation hold. This will mean no future registration and the inability to request transcripts until the obligation has been met. The threshold for delinquency will be set at a specified dollar amount (currently considering \$200) and will be managed via a new Administrative Procedure.

Once a financial obligation is placed on a student record, campuses can begin working with students to get them to pay before the next registration begins.

For students on the payment plan, if the last scheduled payment does not process (expired card, insufficient funds, etc.) and they are registered for the subsequent semester, then the subsequent semester’s registered courses will be administratively disenrolled for non-payment of current semester’s tuition and fees.

Disenrollment for non-payment will take place on the first business day of December or May.

Conditions:

1. No Show will remove some students
2. Delinquent means late – therefore before semester begins, payment is technically not late
3. There could be enrollment issues the first year of plan
4. With this structure, students can access FA for next term
5. With new VA regulations which went into effect on August 1, 2019, students receiving VA benefits cannot be disenrolled for non-payment of tuition and fees.
6. Change HARs: definition of delinquent:
 - Greater than a specified amount – to be determined by the university via administrative rules (i.e. greater than \$200) – prevents registration
 - Otherwise holds transcripts, etc.
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Disenrollment Timeline

Payment plans due a specific date each month per semester (i.e. 15th)
If payment plan payment is rejected, student contacted and provided an opportunity to correct.

Fall Disenrollment for Non-Payment

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|--------|--|
| April | students begin registering for fall semester
students can pay, acknowledge payment date, or sign up for payment plan |
| July | 1 st installment of payment plan |
| Aug | 2 nd installment of payment plan |
| Aug | Payment Due - Friday, 4:00 pm prior to start of Fall semester |
| Sept | 3 rd installment of payment plan |
| Sept | Day after Last day to withdraw without a "W"
if a student hasn't paid in full, or their payment plan payment is rejected, FO hold placed <ul style="list-style-type: none">- no ability to register in Nov for Spring unless this is cleared- provides campuses time to work with student to pay or enroll in payment plan |
| Oct | 4 th installment of payment plan |
| Nov | 5 th installment of payment plan |
| Nov | day after last payment plan due date: if payment plan payment is rejected, and student has enrolled for Spring semester, identified to be disenrolled |
| Dec. 1 | All students who have financial obligations greater than \$200 and have registered for Spring semester will be disenrolled from spring courses. |

Spring Disenrollment for Non-Payment Schedule

Nov	students begin registering for spring semester students can pay, acknowledge payment date, or sign up for payment plan
Dec	1 st installment of payment plan
Jan	Payment Due - Friday, 4:00 pm prior to start of Spring semester
Jan	2 nd installment of payment plan
Jan/Feb	Day after Last day to withdraw without a “W”
Jan/Feb	if a student hasn’t paid in full, or their payment plan payment is rejected, FO hold placed <ul style="list-style-type: none">- no ability to register in April for Fall unless this is cleared- provides campuses time to work with student to pay or enroll in payment plan
Feb	3 rd installment of payment plan
March	4 th installment of payment plan
April	students begin registering for fall semester students can pay, acknowledge payment date, or sign up for payment plan
April	5 th installment of payment plan; if payment rejected – student identified to be disenrolled.
April	day after last payment plan due date: if payment plan payment is rejected, and student has enrolled for Spring semester, identified to be disenrolled
May 1	All students who have financial obligations greater than \$200 and have registered for Fall semester will be disenrolled from fall courses.