

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

3.8

CAMPUS:	Marshall	Page 1 of 2
TITLE:	Assessment and Collection of Registration Fees and Room and Board Charges	
OFFICE OF RESPONSIBILITY:	Administrative and Financial Services	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: July 17, 2002

STATUS: Replaces Policy & Procedure 3.8 "Assessment and Collection of Registration Fees and Room & Board Charges" Approved: 10/28/92
Revised: 09/23/96
Revised 12/1 1 /00
Revised: 07/17/02 for TSTC - Marshall

PRACTICE:

It is the practice of Texas State Technical College to assess and collect registration fees and room & board charges from students and tenants of housing owned by the College.

DELEGATION OF AUTHORITY:

The Board of Regents approves the various charges by campus as printed in the catalogs. Each campus develops the registration fees and room & board charges which are reviewed by the Management Council before Board of Regent's approval is requested.

PROCEDURES:

- A. Students register when first entering the College and thereafter at the beginning of each term of attendance. Students who are not on scholastic probation, and have all financial matters current, will be allowed to register early. Registration includes:

1. Submitting all registration papers to the Admissions and Records Office.
 2. Obtaining the approval of a schedule of courses by the department chairman or advisor.
- B. One-half of all fees must be paid before classes begin. Full payment of dorm deposit (if applicable) is required upon application for on-campus student housing.
1. All fees and charges are subject to change without notice to meet legislative or economic requirements.
 2. Students from foreign countries should request information regarding fee schedules from the Admissions and Records Office.