




# National University of Health Sciences General Policies

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Date Adopted: <b>07/16/98</b>	Date(s) Revised:			
 _____ President		<b>3-19-09</b>		_____ Date

## **POLICY STATEMENT**

It is the policy of the University that students with delinquent accounts, who have had their class registration canceled or have not been allowed to register for classes may appeal the action.

This appeal will be handled by the following process:

1. The Student Account Committee (SAC) will review appeals from the students and render a decision within the established guidelines. The Committee will consist of the following: Vice President for Business Services, Vice President for Academic Services, Director of Financial Services and Director of Financial Aid. Should a regular committee member not be able to attend due to vacation, etc., the following alternatives should be used: Assistant Director of Financial Aid, Dean of Students, and Registrar.
2. Information that will be considered by the Committee will consist of: the appeal form, and other material submitted by the student, information available to the Director of Financial Aid, information available to the Director of Financial Services, the student must present compelling reasons for the failure to pay and any extenuating circumstances.
3. Upon receipt of a written appeal from a student, the chair of the Committee will cause the Committee to meet and act on the appeal within ten (10) working days of the date the appeal form is received by the Vice President for Business Services.
4. The chair of the Committee will send the student a letter with the Committee decision within five (5) business days of the date the appeal was heard.
5. The Vice President for Business Services will prepare a letter for the student indicating what the recommendation of the Committee was.
6. There is no appeal from the Vice President for Business Services decision.