



CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Disenrollment for Nonpayment of Fees	
Policy Number:	333	
Policy Administrator:	Provost	
Policy Initiator:	Registrar	
Authority:		
Effective Date:	06/18/1998	
Revised Date:	12/01/2011	
Approved:	William Eisenhardt, President	
Approval Signature:		

Scope: Continuing students at CMA.

Accountability: Student Finance and Office of the Registrar

Policy: It is the policy of the California Maritime Academy to disenroll from classes and cancel all university services, in a timely manner, those students who have been granted a fee deferral, but fail to comply with stipulations of the deferral.

Procedures:

The following procedure is initiated after the third week of school if a student fails to comply with paying fees by the final deadline for payment for the semester.

The Controller will send a letter to the student indicating that lack of compliance to stipulations in the promissory note may result in disenrollment.

If the student does not comply within five working days, the Controller will send the student's name to the Registrar for disenrollment and the student's accounts will be sent to the Provost.

The Registrar will send a letter to the student indicating that the student has been disenrolled with

The Dean of Students will be responsible for the termination of board and room privileges.

The Commandant's Office will be responsible for informing the Corp, and will also remove the student from cruise, when necessary.

Provost: If a student is conditionally reinstated, the Provost will notify the Registrar, Controller, and Commandant's Office. The Registrar will notify the faculty of the student's reinstatement.