

Deregistration Letter

Dear Shana,

Our efforts to collect the outstanding balance of \$ from you have failed. This despite options that you were given for part-payments, written notice of actions due to this default, and giving you extended time to pay.

I am sad to inform you that effective immediately you are de-registered for this semester, Fall 2020. You are not allowed to attend classes, participate in college activities, submit coursework, or place any student services requests for grades or status letter until the amount is settled.

To resume classes next semester, you will need to clear the outstanding amount and the penalties for late fee and make the necessary payments for the new semester.

I am saddened at this course of action, but your balance remains outstanding despite our efforts to work with you to manage the debt. Please make all efforts to clear up this amount immediately so that you can start classes next semester without the headache of this bill.

Please let me know if you need assistance with meeting the same requirements for next semester.

Kindest Regards,

Olive Reid
Bursar/Registrar