

Auto Drop Policy for Nonpayment of Tuition & Fees:

1. It is your responsibility to secure your registration by paying your balance in full or making payment arrangements at the time of registration.
2. Full payment or payment arrangements must be made **at least 10 days prior** to the start of the term. For exact dates please refer to: <http://www.udallas.edu/aboutus/offices/bo/sas/level>.
 - a. [Payment arrangements](#) include:
 - i. University of Dallas Payment Plan
 - ii. Company Vouchers (letters of credit)
 - iii. Deferred Payment Plan Agreements
 1. Burlington Northern
 2. Fidelity
 3. IBM
 4. Lehigh Hanson
 5. Lockheed Martin
 6. STMicroelectronics
 - iv. Financial Aid Award awaiting disbursement verified by the Office of Financial Aid
 - b. Students using tuition reimbursement or other corporate benefits that do not fall into one of the above categories will be required to secure registration by paying their balance in full or participating in the University of Dallas Payment Plan.
3. Students who register for classes after the payment arrangement deadline are required to make payment in full or make payment arrangements on the day of registration to avoid registration cancellation.
4. Students who elect to participate in the University of Dallas Payment Plan must make installment payments by the due date.
5. Registration will be cancelled for students who fail to pay their balance or make payment arrangements by the payment arrangement deadline. Seats will be released to allow other students to register.
6. Students whose registration is cancelled may re-register for classes by paying a \$25 Reinstatement Fee and will be required to make full payment or payment arrangements on the day of reinstatement. Reinstatement will be allowed on a space available basis only and will be guided by the [add/drop policy](#).

Auto Drop Policy for Nonattendance

1. Students who fail to attend the first class meeting will receive an email including the deadline in which to respond to avoid being dropped from the course.
2. Registration will be cancelled for any student who fails to respond to the email warning by the deadline. Seats will be released to allow other students to register.
3. Students who are dropped from a 12-week class for non-attendance will receive a refund of tuition only. Students dropped from intensive classes (*6 week, Saturday, Sat/Sun, and Intermester*) will receive a refund of tuition only and will be charged an Administrative Drop Fee of \$250 per class. Fees are non-refundable.
4. Students whose registration is cancelled may re-register for classes by paying a \$25 Reinstatement Fee and will be required to make full payment or payment arrangements on the day of reinstatement. Reinstatement will be allowed on a space available basis only and will be guided by the [add/drop policy](#).