

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Dormant One Card Points

POLICY NUMBER:

EFFECTIVE DATE: July 11, 2006

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

The Business Office will automatically generate a refund to those students who have officially withdrawn or graduated. If a student unofficially withdraws and does not request a refund of any monies remaining on their One Card, after a period of one year, the remaining funds will revert to the University's general fund account.

PURPOSE:

To clean up any dormant accounts that have been idle for more than one year.

SCOPE:

Any student that unofficially withdraws from the University and does not request a refund from the Business Office of monies remaining on their One Card.

DEFINITIONS:

FORMS AND APPLICABLE DOCUMENTS:

PROCEDURES:

Any student that unofficially withdraws from the University and does not request a refund of any remaining money located on their One Card for a period of more than one year will forfeit the money. The money remaining on the One Card after one year will revert to the University's general fund account.

APPROVAL:

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