

## Enrollment Cancellation Protection Request

### DESCRIPTION

In accordance with Florida Board of Governors Regulation 7.002(7) Tuition and Fee Assessment, Collection, Accounting and Remittance ...the president may choose to temporarily suspend further academic progress in lieu of canceling a student's course schedule in those cases where the student has partially paid tuition **and the university guarantees full payment from an authorized and existing fund** before the submission of the final student data course file or the end of the semester, whichever is later.

As such, in order to protect a student from enrollment cancellation, the department requesting the indicator must provide an activity number that will be used to cover the tuition and fee costs of the student(s) being protected *if the balance is not satisfied by the end of the semester*.

Exceptions include: Students with anticipated financial aid and Veterans

### REQUESTOR INFORMATION: ALL FIELDS MUST BE COMPLETED FOR REQUEST TO BE PROCESSED

Requestor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Department: \_\_\_\_\_

Budget Manager Name: \_\_\_\_\_

Budget Manager Signature: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Reason Code: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Activity number to cover unpaid tuition: \_\_\_\_\_

**Please attach a spreadsheet with the list of Panther Ids that require an indicator and include Service Indicator and Reason code.**