



University of Findlay

## **DROP FOR NON-PAYMENT**

### **What is Drop for Non-Payment?**

Drop for Non-Payment is the removal of all courses in a specific semester for failure to settle an existing account balance.

### **How do I know if my courses are subject to being dropped?**

Before the Drop for Non-Payment process, you will receive a notification via your University email address.

### **How can I avoid having my courses dropped?**

To ensure that your courses are not dropped, be sure your student account balance is paid in full by the published deadline for each semester. We offer a Payment Plan during the Fall and Spring semesters which allows you to make payments to your account on a monthly basis. A Payment Plan must be formally set up during the enrollment period through Workday Student Finances → My Account → Sign up for a payment plan. Or contact Student Accounts to set up a payment plan.

### **When will Drop for Non-Payment occur?**

The drop will occur one day after the due date which is one week before the classes start. For instance, if the class starts on May 13<sup>th</sup>, the due date will be May 6<sup>th</sup> and the drop will occur on May 7<sup>th</sup>.

### **How will I know if my courses have been dropped (including wait-listed courses)?**

An email will be sent to your University email address after courses have been dropped.

### **How do I re-register for my courses if they were dropped?**

All financial matters will need to be resolved first for you to re-register for your courses. Once resolved, you may register for any available courses.



## **Whom may I contact for help?**

Please contact the Student Accounts office for any questions you may have which is located at 1000 N. Main St., Findlay OH, 45840, or email [studentaccounts@findlay.edu](mailto:studentaccounts@findlay.edu) or you may call 419-434-4690 to talk with a Student Accounts member during business hours.