



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.10, Student Financial Responsibility Agreement

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the policy for obtaining student financial responsibility agreements for TTUHSC El Paso students in order to comply with enrollment reporting regulations established by the Texas Higher Education Coordinating Board.

REVIEW: This HSCEP OP will be reviewed by March 15 of every even-numbered year by the director of Student Business Services, with recommendations for revisions submitted to the chief financial officer (CFO), or designee, by April 15.

POLICY/PROCEDURE:

- I. All TTUHSC El Paso students must complete a Financial Responsibility Agreement (Attachment A), for each term, prior to registering for courses at TTUHSC El Paso.
- II. The Financial Responsibility Agreement is signed electronically through the WebRaider portal. Students will be prompted to electronically sign any outstanding Financial Responsibility Agreement. Once signed, the electronic signature will mark the student's record in the student information system to indicate that this requirement has been completed.
- III. In the event that the student cannot sign the form electronically, the Financial Responsibility Agreement form may be printed from the Student Business Services website or obtained from TTUHSC El Paso Student Business Services. Student Business Services will process all printed forms by marking the student's record in the information system to indicate that the requirement has been completed.
- IV. Students who fail to complete a Financial Responsibility Agreement may have a hold placed on their record, thereby preventing them from future registration. Furthermore, students who fail to complete an agreement may be cancelled from their courses for the current semester/term (see HSCEP OP 77.09).