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May 16, 1977

MEMORANDUM

TO: Walker Allen Rob Knapp
Dale Baird Dan Lee
Helen Hannigan, Chairperson Suzanne Shelton
Al Hanson Laura Thomas
Virginia Ingersoll Dan Weiss

FROM: Dean E. Clabaugh *DEC*

SUBJECT: DTF on Tenth Day H.E.E.P. Enrollment Report

The purpose of this memorandum is to ask you to come together as a task force to develop recommendations to insure that students who plan to attend Evergreen in any given quarter are both registered and paid (or under firm contract to pay) by the 10th class day of each quarter and that the registration records and accounts receivable records are reconciled at that time.

The Registrar must report enrollments to the Office of Program Planning and Fiscal Management as of the 10th class day of each quarter, via the H.E.E.P. Enrollment Report. This report, extremely important to Evergreen because the enrollments reported therein are used to determine the budget for operations, is subject to a detailed audit by the Legislative Budget Committee. The LBC's criteria for evaluating its accuracy include verification that all students who are counted have both registered and paid tuition and fees.

We've had problems in the past reconciling the Registrar's records with the fee payment records. The difficulty arises from several causes:

1. Untimely payment of fees - Students fail to pay their fees by the 6th class day. They may be waiting for a V.A. check, grant, or other form of financial aid that doesn't arrive on time; statements get lost in the mail; the Registrar has no current address; and, in some cases, students are not aware of the deadline.
2. Students pay tuition and fees but don't register - If the student has an open account he may pay the fee before registering into a program or contract.
3. Continuing Registration - Student registered in a program that continues for more than one quarter are considered registered for the duration of the program; if they leave the program or graduate and fail to withdraw, they are still considered registered.
4. Student registers but decides not to attend - Sometimes students register but later change their minds about attending school and neglect to notify the College.

