



## **NATIONAL UNIVERSITY COLLEGE**

### **GRADUATION FISCAL POLICY**

#### **Purpose**

This policy establishes the financial requirement for graduation candidates to obtain the necessary permit to attend National University College's Graduation Ceremony.

#### **Policy**

Students must meet all financial obligations by paying the total costs of their studies or outstanding balance or by guaranteeing the total payment through financial aid sources such as federal funds, state funds and other authorized agencies in order to obtain their diploma and to be able to attend the Graduation Ceremony.

#### **Who it applies to?**

This policy applies to the student body at all National University College (NUC) campuses in both the on ground and online modes.

#### **General Regulations regarding the Graduation Fiscal Policy:**

1. Students whose accounts are not current or have an outstanding debt with the institution will not be granted a graduation permit to attend the graduation ceremony.
2. All students must pay any pending balance to the Institution in order to receive their graduation diploma.
3. The Bursar Director of each campus is responsible for applying the Graduation Fiscal Policy.
4. The Institutional Bursar Director is the only individual who can approve an exception to this policy.
5. The student is responsible to adhere to this policy and keep informed of this regulations accessing the student portal through <http://online.nuc.edu/> or by contacting the Bursar's Office.
6. NUC reserves the right to admission to the Graduation Ceremony.

**THIS POLICY IS PART OF THE POLICY MANUAL  
OF NATIONAL UNIVERSITY COLLEGE**



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#### **Implementation Procedure**

1. Each student must pay the graduation fee of \$100.00 in order for the Registrar's Office to evaluate the student's record and determine if the student is eligible for graduation and to receive their diploma.
2. The Bursar's Office collects the \$100.00 graduation fee and certifies the graduation fee as paid. The student then completes the Graduation Application form and proceeds to obtain the approvals from all the other student services offices thereby confirming that the student has no outstanding documents pending to submit.
3. The student then submits the graduation application form with all the approvals to the Registrar's office so that this office may evaluate the student's record and graduation application.
4. If the student meets all graduation requirements, then she/he will receive notification from the Registrar's Office to continue their graduation process.
5. The Registrar's Office proceeds to provide a report to the Bursar's Office with all the students certified as eligible to graduate.
6. The Bursar's Office then evaluates the outstanding balances of the graduation candidates who are certified by the Registrar Office. The Bursars Office notifies the Placement and Registrar's Offices of those students who are approved to pay and receive their graduation gown in addition to obtaining final clearance to attend the Graduation Ceremony.