

**College of Menominee Nation
Past Due Balance Checklist**

REV 4/24/23

Name _____ Semester _____
Student ID _____ Applying _____ Current
Balance _____

It is the expectation of all College of Menominee Nation students to fully utilize all financial aid available to them to assist with payment of tuition, fees and other costs associated with attending CMN. When a student has utilized all financial aid, the remaining balance is the responsibility of the student. The balance can be paid using the MyEmpower account, establishing a wage assignment or payment plan.

If you have a balance of \$500 or more on your student account the following steps will need to be completed.

Staff Initials:

	FAFSA application completed and received by the Financial Aid Office and eligible for Pell (FA Office)
	I am eligible for WHEG (FA Office)
	I have applied for Tribal Funding (If Enrolled Member) and am eligible (Tribal Higher Education Office or FA office)
	Step up payment plan, wage assignment preferred or must have active payment plan that will bring the balance below current level. (Student Records)
	Academic Good Standing-See Catalog definition (ASC)
	Statement of need-Why student has a balance, what is my plan to lower the balance, while still doing well in school (ASC)
	If employer is going to pay for courses a signed statement from the employer explaining this should be attached to this checklist (ASC or FA or SR)
	Documentation of other scholarships or help from other programs applied. (ASC or FA)

By signing this document, I agree to the following

Student Initial

	The terms established in my payment plan or wage assignment
	Failure to comply with my payment plan or wage assignment will result in not being able to register for next semester.
	A bursar hold (BH) will remain on my account until my balance is paid in full.

Student Signature: _____ Date: _____

Approval Status (Circle One): Approved Not Approved Date: _____

Reason:

Team Signatures: _____, _____, _____

Date Received and Initials Original/Student File _____ Date Processed and Initials
Scanned copies to student and ASC _____

