

MEMORANDUM

SUBJECT: NON-PAYMENT & DE-REGISTRATION NOTICE

SHP students who do not make payment arrangements with the RBHS cashier's office by the last day to add a course will have a hold placed on their account on January 24, 2017. Students who neglect to pay their bill or make an approved payment arrangement via financial aid, installment plan, third party payment, remission, or other method will be dropped from their course(s) by **February 7, 2017**.

If you are dropped from the semester, you must immediately stop attending courses and/or clinical rotations. Students are not permitted to attend classes or clinical rotations if they are not officially registered for the term. Please make payment arrangements by logging into the my.rutgers.edu portal or contacting the RBHS cashiers office at [973-972-6307](tel:973-972-6307).

All students who are de-registered due to non-payment (or who have not made approved payment arrangements) will be administratively withdrawn due to inactivity for payment or payment arrangement. Those who are administratively withdrawn will be required to re-apply for admissions and must follow the SHP re-admit policy located at: [SHP Readmission Policy](#)

You may go to the [RBHS cashier's website](#) for payment instructions.