

Procedure 3.0928

BLET Payment Procedure

1. The BLET office administrator will generate a list of all BLET students for the current semester, complete with semester timeline and documentation/proof of sponsorship which will trigger the fee waiver.
2. The BLET office administrator will email this list to the following offices:
 - a) Registrar's Office in Student Services.
 - b) Accounts Receivable in the Business Office.
3. The Registrar's Office will code the students as having a tuition waiver. Once the fee waiver is in place, the registrar will notify the BLET office administrator who will then register the students.

References

Legal References:

SACSCOC References: *Enter references here*

Cross References: [Academic Policy](#)

History

Senior Staff Review/Approval Dates: *04/24/17*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*