



Business Affairs

Financial Obligations

Students are responsible to see that all school bills are paid promptly. Students who do not pay overdue bills may be suspended by the Institute. A transcript of grades will not be released until all bills are paid.

Returned Checks

There will be a \$25 charge for checks returned for insufficient funds.

Solicitation

Solicitation of any kind on campus (i.e., selling of merchandise, or taking up donations of any kind for any purpose) must be cleared with the school office.

Vehicle Regulations

Students operating or parking any vehicle on campus are responsible for the security of that vehicle.

Insurance

Students are encouraged to carry their own property insurance. The school does not carry insurance to cover loss of personal property.

Lost and Found

The school is not responsible for loss of personal property. Students should contact the school office regarding lost or found items.