February 3, 2022

Memorandum to: The 2022 Graduating Class
From: William Bryant Faust IV, EdD, Associate Dean and Registrar
Re: Outstanding Tuition and Fees

School of Medicine policy requires that all fees and charges be paid in full in order for a student to be approved for graduation. This includes fees owed to the School of Medicine Financial Affairs Office for tuition, parking, health insurance, short term financial aid loans, etc., as well as fees to the Welch Library. Diplomas will not be released until all accounts have been settled.

The Financial Affairs Office and Welch Library will be advising graduating students of any outstanding charges. If you have questions concerning these bills, please contact the office of origination to resolve outstanding charges.

cc: Terra Jones-Sims
    Financial Aid Office

          Kevin Fogarty
          Financial Affairs Office

          Chris Foret
          Student Loans Office
Attached is a list of students who are expected to graduate in May 20xx.

All - If you have not already done so, you should contact graduating students directly concerning payments due. As we will be unable to track amounts owed and subsequent payments, do not send the Registrar’s Office information regarding amounts owed until May 3. At that time we will pull the diploma and replace it with a blank one. When all accounts have been settled, the actual diploma will be released.

Thank you,