

Procedure in the Event of Death of a Student

1. All notifications of death of a student shall be made to the appropriate [Senior Student Affairs Officer](#) (SSAO) of the campus. If a student is enrolled in multiple campuses, the SSAO from the student's home campus will be the lead and will coordinate efforts with the other campuses.
2. Upon confirmation of a student's death, the SSAO shall prepare a complete withdrawal form, indicating the student is deceased, and initiate a refund of tuition accordingly by forwarding the complete withdrawal form to the campus Cashier's Office and Registrar.
3. The campus Cashier's Office shall:
 - a. Forward the complete withdrawal form or telephones for required clearances, as necessary, from student employment, library, financial aid, student housing, international student services or the veterans support office.
 - b. Process a refund and issue a check promptly.
 - c. Forward copy of the complete withdrawal form to the appropriate offices (student's copy to the SSAO).
 - d. Remove all financial obligations, and indicate "deceased" in the system, returning the information to the respective departments.
4. The SSAO shall notify the campus mental health counselor so appropriate steps can be taken for counseling of other students whom the death may affect (e.g., roommate(s), classmate(s), students who witnessed the death).
5. The SSAO shall ensure that a letter is sent to the family of the deceased, expressing condolences and informing the family of the action(s) that are being taken to clear the student's record.
6. The SSAO shall send a memorandum to relevant student affairs offices, the academic dean and department chairperson, the library, and the Cashier. Each office shall take appropriate action upon notification that the complete withdrawal has been processed:
 - a. **Student Employment**

Notify employing department that the student assistant is deceased and that employment should be terminated. Notify the Payroll Office in writing of the student assistant's death, date of death and

unpaid hours (attach time sheet of unpaid hours). The Payroll Office will calculate the post death payment and notify the Fiscal Administrator (FA) by a form letter and net pay worksheet. The FA will create a Disbursement Voucher (DV) and attach the form letter. The DV needs to be ad-hoc routed to the Payroll Office for review and requires special handling. The Payroll Office will contact the FA to pick up the check that will be payable to the student's estate.

b. University Library

If there is an obligation for a book or other item, the Library may request the family to return the item. Any existing fines should be forgiven.

c. Financial Aid Services

All necessary steps should be taken to clear or write-off the student's financial assistance. The General Accounting Office should also be notified for write-off. All clearing or write-off of financial assistance must be done on the basis of a memo with accompanying copy of the death certificate.

d. Student Housing

If the student resided in a campus residence hall, the campus Student Housing office should secure all the student's belongings until claimed. The family should be notified of the procedure for collecting belongings.

A refund, if one is due, should be processed for the unused portion of residence hall fees and meal plan, and should be made payable to the estate. A check should be forwarded to the family.

e. International Student Services

If the student was a resident of another country, process all necessary documents informing the proper authorities. Obtain information from and provide report to the relevant consulate or embassy.

f. Veterans Affairs (V.A.) Office

If the student was a veteran, process all necessary documents and inform the V.A. Office of actions taken.

To properly address any concerns regarding safety, media interest, social media and online activity, the SSAO should contact the System Office of Communications at their discretion in a timely manner.