Area: Finance

Policy Name: Release of Books and Tools

Policy Statement: To ensure Salina Tech's prosperity, the financial security and sustainability is a priority of the Institution’s governing body as well as Salina Tech’s administration. Good financial practices involve every area of Institution. All of the Institution’s program areas and operating units each have a unique and significant impact on Salina Tech’s financial position. These policies are in place to ensure the Institution’s assets are protected now and in the future.

Procedures: If a student withdraws from college or is absent for more than five consecutive days, his or her instructor shall secure the personal property of the student, including books and tools. Student property will be released only by Student Services after all financial obligations to Salina Area Technical College are paid.

Contact: Vice President of Administrative Services

Related Form(s):

Adopted: September 22, 2014

Updated: