



ADMINISTRATIVE POLICY

Number	<u>700-12</u>
Adoption	<u>01-07-1969</u>
Deletion	
Revision	<u>06-25-2024</u>
Review Date	<u>06-25-2024</u>

STUDENT INDEBTEDNESS TO COLLEGE

When a student has not cleared indebtedness to the college after notification, any of the following procedures may be used:

1. He or she may be dropped from classes and student housing until such time as the money is paid or reasonable arrangements to pay have been made. If a student must be removed for non-payment, notification will be sent to the Registrar by the 60th day of classes, when possible.
2. His or her application for subsequent registration may be denied until the money has been paid or reasonable arrangements have been made.
3. A hold will be placed on a student account if the balance is not paid by the first week of the class. The hold will be taken off by the Business Office upon payment. Exceptions will be handled by the Vice President of Finance and Operations.
4. A hold will not be placed on a student account related to a balance resulting from an error in the college's administration of title IV, HEA (Pell, F5EOE, FWS).
5. Transcripts will not be held for payment periods in which a student received title IV, HEA (Pell, F5EOE, FWS) funds and for which all institutional charges were paid at the time the request is made. A hold will include transcripts in all other cases.

Revision Dates: 06-25-2024, 06-20-2017, 01-05-2010, 01-29-2008, 05-15-2007, 03-15-2002, 10-09-1989.