

Business Office Policy on Student Payments and Account Holds

Tuition and fees are billed each trimester. Payment in full is required one week prior to the beginning of each session within the trimester. Students with outstanding financial obligations that result in an unpaid balance on their account may be subject to enrollment restrictions. Enrollment restrictions may result from, but are not limited to:

- Unpaid tuition and fees
- Financial aid adjustments
- Delinquent payment plan balances
- Returned payments
- Other institutional charges

Students with unresolved financial obligations are not permitted to register for upcoming class sessions and may be ineligible to receive an official transcript and/or diploma if requested for nonrestricted or excluded purposes.*

Attempts to establish a payment plan or to otherwise resolve the account balance issue will be undertaken. During this process, students may be subject to a Business Hold on their account, and the enrollment restrictions will continue. Ultimately, unresolved Business Holds may result in assignment to a third-party agency for collection.

Students who are current on an approved payment plan and remain in good standing with the terms of that plan may be exempt from the aforementioned restrictions at the discretion of the Business Office.

It is the student's responsibility to monitor their account status and resolve outstanding obligations. Business Holds will be removed when the obligation is satisfied or when other approved arrangements have been made through the Business Office.

** Requests for official transcripts for the restricted purposes of: a) job application; b) transfer to another post-secondary institution; c) application for state, federal or institutional financial aid; d) pursuit of opportunities in the military or national guard; and e) pursuit of other post-secondary opportunities, are not subject to withholding upon submission to the Registrar's Office such documentation as the Academic Transcript and Diploma Withholding Waiver form available online under student resources.*