



**Policy: Student Account Restrictive Holds**

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Bursar's Office Policies and Procedures

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### Policy

If a student account has a balance due, academic records will not be released and registration will not be permitted.

When a balance is due, the Bursar's Office will enter restrictive holds on the student account preventing registration, accessing grades and receiving transcripts or a diploma.

Once the balance is paid in full, the restrictive holds will be removed from the student record.

### Procedure

The Bursar's Office runs a process throughout the semester which places restrictive holds on the accounts with a balance due and removing the holds from accounts that are paid in full. The holds restrict a student from viewing their grades, from ordering transcripts, from receiving a diploma and from registering for classes.

The payment history of an account determines which holds will be removed and when. If a student account has had checks returned for insufficient funds, the Bursar's Office will not remove the holds until the recent payment has cleared or if the payment was made with clear funds, i.e. cash, certified check, money orders.

If there have been repeated semesters with a delinquent balance, the Bursar will require payment of anticipated charges prior to a student being allowed to register.

A student can view their account and any restrictive holds through NOVASIS.

If there is any question regarding the student account or restrictive holds, students should contact the Bursar's Office at 610-519-4258.