



Policy: Student Account Restrictive Holds

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Financial Affairs Department
Bursar's Office Policies and Procedures

Approved: January 11, 2018

Student account charges are to be paid no later than the official first day of the semester. Charges incurred within the semester will be billed and due upon receipt.

Policy

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

Once the balance is paid in full, the restrictive holds will be removed from the student record. Pre-payment may be required prior to future registration.

Procedure

The Bursar's Office runs a process throughout the semester which places restrictive holds on the accounts with a past due balance 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 prior checks returned for insufficient funds, the Bursar's Office will not remove the holds until the most recent payment has cleared unless the payment was made with clear funds (i.e. cash, certified check or money order).

If there is a delinquent payment history, the Bursar's Office will review the account to determine if a requirement for payment of anticipated charges prior to a student being allowed to register is warranted.

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

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