



ADMINISTRATIVE POLICY

Policy Title:	Financial Obligation Hold
Policy Number:	1202
Date Adopted:	November 29, 2006
Version:	5.0
Review Cycle:	Biannual
Date Last Reviewed:	February 13, 2019
Office Responsible:	Business Office

Policy Summary:

Jackson College reserves the right to withhold student record information until financial obligations are cleared.

Policy Statement:

- Jackson College may withhold student record information including but not limited to transcripts, diplomas and/or other records for students with a prior balance of less than \$100 until all financial obligations are cleared.
- Jackson College may restrict further registration activity by a student with a prior balance greater than \$100 until all financial obligations are cleared.
- Financial obligations may result from unpaid tuition, housing expenses, student fees, library fees and other charges.
- The Jackson College Business office authorizes placing a hold on a student's records and authorizes the release of the hold when the obligation has been cleared.

Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11/16/11	Change log added	A.Goings
12/14/2011	Addition of restriction to registration activity	M. Gieseke
11/15/2015	Biannual Review	D. Norris
08/31/2016	Biannual Review	D. Norris
2/19/2019	Biannual Review	D. Norris