Administrative Policy

Policy Title:	**Financial Obligation Hold**
Policy Number:	EC-1202
Date Adopted:	11/26/2006
Version:	6.0
Review Cycle:	Biannual
Date Last Reviewed:	5/1/2025
Office Responsible:	Business Office
Reviewing Committee:	N/A
Related Policies:	N/A
Related Laws:	N/A

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

Policy Statement:

- Jackson College may withhold diplomas and other non-academic records for students with a prior balance until all financial obligations are cleared. However, student transcripts will not be withheld due to unpaid balances.
- Jackson College will restrict further registration activity for students with a prior balance 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 non-academic records and registration activity and authorizes the release of the hold when the obligation has been cleared.

Change Log:

Date Of Change	Description of Change	Responsible LC Party
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
05/06/2024	Legislative change – transcript holds	J. Globoker
05.01.25	Unpaid balance exceptions were removed.	J. Globoker, CFO