



Administrative Policy

**Policy Title:** Financial Obligation Hold  
**Policy Number:** LC-1202  
**Date Adopted:** 11/26/2006  
**Version:** 5.0  
**Review Cycle:** Biannual  
**Date Last Reviewed:** 5/30/2024  
**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 of less than \$100 until all financial obligations are cleared. However, student transcripts will not be withheld due to unpaid balances.
- Jackson College may restrict further registration activity for students 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 non-academic records and registration activity and authorizes the release of the hold when the obligation has been cleared.

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
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