



Title: Student Accounts	Policy No.: ADM 4.05	Date: 2/15/2008 Rev.: 8/1/12, 12/1/17
Areas Affected: All BSMCON		Page 1 of 1

This policy defines administrative actions to be taken when charges, payments, or other transactions generate a negative or positive balance on student accounts.

Refunds:

Students having a negative balance in excess of posted charges will receive a refund within 14 days from the date the negative balance appears on the account.

Holds:

Students having a positive balance due or outstanding documentation after the first day of the semester will be put on an account hold. An account hold will prevent student access to online registration, transcripts, and diplomas.

Holds relating to account balance can be resolved by online payments or directly contacting the College's Bursar. Holds relating to documentation can be resolved by providing outstanding documents to the Office of Registrar.

Holds not resolved before the last date of a semester will result in student dismissals and/or accounts sent to collection.

Reference Policy # _____

Approved by:		
_____	Dean of Finance and Administration	_____
_____	Provost/VP	_____
Signature	Title	Date
Approval History:		
Committees and Dates:		
Assistant Dean of Administration-8/09, 6/12		
Policy Committee – 7/16/12, 11/20/2017		
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