

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Withdrawal Without Financial Clearance

Policy Number: 6.22

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/29/2019

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): This policy establishes the sanctions and the process by which those sanctions will be imposed when a student leaves the university without financial clearance.

Reason for the addition, revision, or deletion (check all that apply):

- Scheduled Review Change in law Response to audit finding
 Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration
Michaelyn Greene, Director of Treasury and Student Business Services
Mickey Diez, Registrar
Damon Derrick, General Counsel

Withdrawal Without Financial Clearance

Original Implementation: October 26, 1978

Last Revision: ~~February 1, 2022~~ January 29, 2019

Purpose

This policy establishes the sanctions and the process by which those *sanctionse*y will be imposed when a student leaves the university without financial clearance.

General

When students graduate, withdraw, or otherwise leave the university, they must clear their financial obligations, return university property, and settle other financial matters with the university. Students failing to fulfill these obligations will be subject to sanctions until such time as the financial obligations are cleared. Sanctions will be imposed when a student does not return university property or is otherwise indebted to the university. Upon graduation or withdrawal, the university will apply the student's general deposit to any unpaid obligations on his/her ~~business office~~ student account *through the student business services office*. If the general deposit is sufficient to cover these obligations, no sanction will be imposed. If the general deposit is insufficient to cover all financial obligations, the following sanctions will be imposed:

- The student will not be permitted to register for classes.
- The student will not be eligible to receive an official transcript of academic work completed.

Implementation

Each ~~area~~ office in which the student has a financial obligation requiring the imposition of sanctions will either notify the *student business services* office, citing the nature of the financial obligation, or will place a registration and transcript hold on the student's record. It will be the student's responsibility to contact the appropriate office to clear his/her record. These offices will then release the hold and notify the registrar's office once the financial obligation has been resolved, if needed.

The university will impose sanctions specified in this policy until the student's financial obligations are cleared. Delinquent accounts will be handled in accordance with the university's policies and procedures.

Cross Reference: Student Accounts Receivable (3.28)

Responsible for Implementation: Vice President for Finance and Administration

| **Contact for Revision:** *Director of Treasury and Student Business Services* Controller, Registrar

Forms: None

Board Committee Assignment: Finance and Audit