

# Business Office Holds

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<b>POLICY:</b> Business Office Holds		<b>CUSTODIAN:</b> Finance Supervisor
<b>POLICY NUMBER:</b> 500.17		
<b>APV'D DATE:</b> 8/13/2019		<b>REVIEW DATE:</b> Aug 2019
<b>EFFECTIVE DATE:</b> 8/13/2019		
<b>REFERENCES:</b>		

## Part 1. Policy Background and Purpose.

A business office hold is used on the students account to indicate that the student must contact the Business office for past due payments.

## Part 2. Definitions.

Arrears is defined past due balance that has not been paid for any amount of funds due to the College.

## Part 3. Responsibility.

### Business office

Review and verify student accounts at the end of each semester and place business office holds on any student account that has a balance owed.

The Business Office will meet with the student to set up a payment plan. The student will sign the agreement and will make a payment on the day the plan is signed. A monthly payment must be made until the past due is paid. The hold will not be released until the past due is paid.

### Student Services

Student Services will not allow a student to register or issue transcripts, or diplomas for any student who has been put on "hold" status. Student Services will inform the student they will need to contact the business office regarding a hold on their account.

### Hold

A status put into the student management system to alert staff of arrears.

## Part 4. Policy

Business office holds on a student's account may require the withholding of grade reports, diplomas, transcripts, and may keep the student from registering for the next semester.

It is the policy of WETCC that any student who has arrears must meet with the Business Office to make repayment arrangements.

A hold will not be released until the student has made at least one payment.

The Business Office may re-enforce the hold if a student is not maintaining their payment options. Any account with a re-enforced hold must be paid in full before the student can register for classes again.