



No. 3.31.00

COORDINATED BY: Division of Business Affairs

EFFECTIVE: October 27, 2020

REVISED:

SUBJECT: Financial Holds on Student Accounts with Past Due Balances

I. PURPOSE

To define financial holds and the result of financial holds on a student account.

II. DEFINITIONS

Financial Hold – a type of restriction place on a student account by the University as a result of a student not paying their fees in full. A Financial Hold prohibits certain University services.

Advisement Hold – a type of restriction indicating that you will need to meet with your assigned Academic Advisor prior to registering for classes.

Admissions Hold – a type of restriction usually meaning that a document needs to be submitted to complete the application process.

Transcript Hold – a type of restriction placed on releasing an academic transcript to the student and/or a third party due to a past due balance on the student account.

Registration Hold – a type of restriction prohibiting registration for a variety of reasons including student has not been cleared to register, a time conflict between selected classes, student has exceeded credit hours, student has not fulfilled prerequisites, class is full, off-campus transcript has not yet been assessed, academic suspension, or a past due balance on the student account.

III. POLICY STATEMENT

University departments and offices place holds on admission, registration, and transcripts for students with outstanding financial obligations (of one dollar or greater) with the university. The Student Financial Hold applies to students who have a past-due balance and do not have sufficient scheduled resources (such as anticipated financial aid, scholarship funding, payment plans, third party sponsorship, and/or VA benefits) to cover the balance due.

Examples of outstanding financial receivables and obligations include but are not limited to

- Parking Fines and Tickets
- Unreturned Library Books
- Unpaid Tuition and Fees
- Unpaid Housing
- Unpaid Title IV Student Loans
- Adjusted Financial Aid
- Financial Aid Fee Deficiencies
- Prior term balance is greater than \$0.00
- Account has been transferred to a collection agency
- Account has been written off for active collection

Tuition and fees are due on specific dates published for each term. Students should pay tuition and fees by the due date to avoid suspension of services. If tuition and fees have not been paid before each semester drop date, students will be dropped from ALL classes. Students who have unanticipated financial problems during a term should resolve them with the help of the Bursar Office or the Financial Aid and Scholarships Office, as well as resources outside of LSUS such as parents and relatives.

Regardless of the nature of the balance, a financial hold is placed on the past-due student account and will block a student's ability to register for future terms and will hold transcripts unless payment is received in full.

It is the sole responsibility of the student to make sure all financial holds are paid in full. In addition, the student is also responsible for all costs incurred by the university to collect such debt. This may include, but is not limited to, late fees, collections costs, litigation/attorney's fees, and court costs.

Once a student is no longer actively enrolled, any outstanding account balance is considered delinquent. All delinquent accounts are subject to possible placement with external collection agencies. An account is considered to be delinquent based on either the last date of attendance at LSUS or the day the last reasonable payment was received, whichever is later. Delinquent student accounts will be sent to collections after several unsuccessful attempts to collect. Collection and/or legal charges may apply. In addition, the delinquent account will be sent to the Attorney General Office as an offset against lottery winnings or state income tax refunds. Students should contact Accounting & Cashiering Services for payment arrangements.

OTHER RESTRICTIVE HOLDS

Other restrictive holds may be placed on a student account by administrative offices outside of the Bursar Office. If there is a hold on your student account, please review the table below for the appropriate contact information. **Please note, the Records and Registration Office cannot remove holds governed by a different office or department.**

Type of Hold	Department	Contact Information
Advisement Hold		Call Advisor
Finance Hold	Accounting Services	318-797-5275
Transcript Hold	Records and Registration	318-797-5061
Registration Hold		

AUTHORIZED BY:



Barbie Cannon
Vice Chancellor for Business Affairs

10/25/20

Date

APPROVED BY:



Lawrence Clark
Chancellor

10/28/20

Date

This policy was written, approved, and published in accordance with LSU Shreveport General Policy 1.01.01. Policies and Manuals published at, <https://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements>.