

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:** 1/26/2016

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

**Purpose of Policy (what does it do):** Establishes sanctions on students who leave the university with unsettled financial obligations, fail to return university property, or are otherwise indebted to the university.

**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:**

**Specific rationale for each substantive revision:** Removed the section about the registrar's office notifying specific offices when a student withdraws, as this is not the current procedure.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Dannette Sales, Controller

Lynda Langham, Registrar

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

## Withdrawal without Financial Clearance

**Original Implementation:** October 26, 1978

**Last Revision:** ~~January 26, 2016~~ January 29, 2019

### *Purpose*

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

### *Definitions***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. 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:***Sanctions:**

- 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.
- **Procedures ~~For Implementation:~~**
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_ ~~When a student withdraws, notification will be sent by the registrar to:~~
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_ ~~The dean of the appropriate academic college,~~
  - g. \_\_\_\_\_ ~~The business office,~~
  - h. \_\_\_\_\_ ~~The financial aid office,~~
  - i. \_\_\_\_\_ ~~The housing office and~~
  - j. \_\_\_\_\_ ~~The Ralph W. Steen Library.~~

### *Implementation*

Each ~~area~~ department in which the student has a financial obligation requiring the imposition of sanctions will either notify the business 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 ~~or notify~~ *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:** Controller, Registrar

**Forms:** None

**Board Committee Assignment:** Finance and Audit