



Withdrawal Without Financial Clearance

Purpose

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

Persons Affected

Students with financial obligations to the university are affected by this policy.

Policy

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 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.
- The student's account may be sent to collections.

Procedures

Each 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.

Related Statues or Regulations, Rules, Policies, or Standards

SFA HOP 05-210 Student and Non-Student Accounts Receivable

Responsible Executive



Vice President for Finance and Administration, Director of Treasury and Student Business Services, Registrar

Forms

None

Revision History

September 1, 2023 (original)