
STUDENT INDEBTEDNESS

PURPOSE: To establish a procedure for the collection of outstanding debts incurred by students.

1. When a student has incurred a debt with the University, the appropriate office or department should follow up with the student to make arrangements for payment.
2. If payment is not made in a timely fashion or payment arrangements are not met, the appropriate office or agency shall place a "hold" on the student's registration as per [BSU Policy 4180](#), Administrative Holds and Withdrawals.
3. If the student has not made arrangements for payment, the appropriate office or department shall request that the student's academic record (transcript) be held (as per Registrar Office procedures) until the indebtedness has been cleared.
4. If the above measures do not result in payment of the outstanding debt, the appropriate office or department may seek additional means of collection as per Business Office procedures.