



Operating Policy and Procedure

OP 18.003 Student Indebtedness Policy

DATE: March 15, 2023

PURPOSE: The purpose of the Student Indebtedness Policy is to promote consistency and equality when interacting with students who owe the College and give the parameters in which the College can allow students to register for classes or receive official transcripts while owing an outstanding balance.

REVIEW: This OP will be reviewed in July in even years by the Finance Department, with revisions forwarded to the Board of Trustees through President's Council by the Office of the President.

POLICY/PROCEDURE

1. General Policy

In general, students owing money to the College in respect to such matters as tuition, fees, loans, books, returned scholarships or financial aid, damaged/lost instructional equipment or fines will be subject to certain restrictions if such accounts are not paid when due. In particular, it should be noted that if any accounts are outstanding at the end of an academic period, official transcripts will be withheld, and the student will not be permitted to register for a succeeding term until such accounts are paid. Accounts must be paid in full prior to the release of final transcripts. The College may assess a late penalty and/or drop a student from classes, if the student fails to pay all or any part of an installment when it is due.

The Finance Department is authorized to waive this restriction in certain circumstances. Examples of circumstances when this restriction can be waived are when a student enters into a repayment agreement with the College to repay the outstanding balance, the College is trying to increase enrollment or some other extenuating circumstance. The Chief Financial Officer, or his or her designee, will be authorized to waive this restriction.

2. Scope

This policy applies to all current and prior students at Kellogg Community College.

3. Definitions

- a. Restriction – one of the following Business Office holds applied to a student on their Person Restrictions account associated with an indebtedness to the College: Tuition Past Due (TU), Business Office Fine (BO), NSF Check-Fine Due (NF), Athletic Fine (AF), Payment Schedule (PLAN), Outstanding Balance (OBAL), Pre Collection (PCOL), Business Office Collections (COLL)

4. Roles and Responsibilities.

- a. The Finance Department will be responsible for determining when a student restriction related to indebtedness is added, removed or modified. It is commonly added at the point where a student has a balance but no longer has an active payment plan or pending sponsorship for a particular semester. A restriction is most commonly removed or modified when the student pays an outstanding balance in full, arranges a payment plan with the Business Office or has the balance removed through the refund appeal process. When a student requests a transcript with a restriction, the Business Office would determine the payment arrangement or criteria for an official transcript to be released.
- b. The Records and Registration Office would be responsible for managing the official transcript process, including referring students to the Business Office if a student requests an official transcript with a Business Office restriction.

5. Forms

- The student can locate the Transcript Request form online at www.kellogg.edu/admissions/registrar/transcripts/

6. Persons/Departments Affected:

- Students
- Finance
- Records and Registration

7. Right to Change Policy. The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time, without prior notice.

8. Approval Date: March 15, 2023

9. Past Revisions. Not applicable.