

3341-6-26 Holds on Student Delinquent Accounts.

Applicability	All University units
Responsible Office	Division of Finance and Administration
Responsible Administrator	Controller

(A) Policy Statement and Purpose

When university charges (room, meals, fees and others) are not paid on a timely basis, the Office of the Bursar will seek to collect the past due monies in a prompt business-like manner.

(B) Definitions

- (1) The term “payment period” means each academic term/semester (e.g. fall, spring, summer).
- (2) The term “institutional charge” means the amount of tuition, fees, institutionally provided room and board assessed to the student, and the amount incurred by the student for purchasing books, supplies, and other educationally related goods and services provided by the institution, for which the institution obtains proper authorization, for each payment period.

(C) Policy

A student experiencing financial difficulties should contact the Office of the Bursar promptly to arrange for the payment of any outstanding balance to avoid additional collection actions.

As part of this process, service charges will be assessed. Rooms, meals and/or registration will be canceled. If satisfactory arrangements cannot be made, the account will be referred to a collection agency, to Wood County Municipal Court, or to the Ohio Attorney General's Office.

Except as provided below, a student's grades, diploma, transcript and/or other services may be withheld, in compliance with state and federal law.

BGSU will not withhold a student's official transcript:

- (1) from a potential employer, provided that the student has authorized the transcript to be sent to the employer;
- (2) if the outstanding balance was a result of the university's error in the administration of Title IV and/or Higher Education Act (HEA) program funds, or any fraud or misconduct by the university or its personnel; or
- (3) for payment period(s) in which the student received Title IV or HEA funds, and for which all institutional charges were paid or included in an agreement to pay at the time the transcript request was made.

BGSU will develop operating procedures to ensure that its withholding of a student's official transcript because of an outstanding balance is permitted by this policy and federal and state law.

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: March 17, 2015

Amended Date: September 8, 2023; September 19, 2024