

**3341-6-26 Holds on Student Delinquent Accounts.**

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|----------------------|---|
| Applicability        | All University units                              |
| Responsible Unit     | The Vice President for Finance and Administration |
| Policy Administrator | The Office of the 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) 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 and a student's grades, diploma, transcript and/or other services will be withheld. Rooms, meals and/or registration will be canceled. If satisfactory arrangements cannot be made, the account will be referred to a collection agency, or to Wood County Municipal Court, or to the Ohio Attorney General's Office.

BGSU will not withhold a student's official transcript from a potential employer, provided that the student has authorized the transcript to be sent to the employer.

Registered Date: March 17, 2015

Amended Date: September 8, 2023