



*Replaces AR 6040*

The Admissions & Records Office may withhold official transcripts, diplomas, and registration privileges from any student or former student who fail to pay proper financial obligation to the District. The student shall be given notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

The District provides the following services to inform students of their financial obligations:

- Students are informed of their charges at the point of registration on WebAdvisor and have an opportunity to pay fees online.
- Electronic statements are sent quarterly informing students of balances due.
- Notification of the policy for withholding of student records is published in various areas, including but not limited to the Schedule of Classes, Catalog, and the Admissions & Records website where requests for official transcripts, diplomas and registration are made.
- Inquiries about financial obligations may be directed to the College Bank.

*Reference: Title 5 Section 59410*

Approved by Student Services Council July 18, 2012