



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Director, Student Accounts Services
Responsible Office: Student Accounts
Services
Last Revised Date: January 7, 2017

STUDENT ACCOUNTS HOLD

Policy Statement

Student accounts that are past due are subject to financial encumbrance. If an account is financially encumbered, there is a hold that restricts future registration privileges, transcripts, diplomas, and other academic information until the account is settled.

Reason for Policy

To provide better control over the collection and management of student accounts and to encourage students to manage their accounts.

Who is Governed by this Policy

Staff and students

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Policy

Accounts used for billing and payments for tuition, room and board, and other fees related to student status, are handled through the Office of Student Accounts. Tuition, room and board and other fees are due and must be paid in full by the first day of the semester or upon registration if later, unless a student is actively participating in a University payment plan. Such accounts that are past due are subject to financial encumbrance. If an account is financially encumbered, a financial hold will be placed on the account restricting the student's future registration privileges, and their ability to receive transcripts, diplomas, and other academic information until that account is settled.

Current students with a past due balance of \$1,000 or more will have a financial hold placed on their accounts. If the student receives tuition benefits from the University, a hold will be placed on the account if there is a past due balance of \$75 or more.

A hold will also be placed on an account if a payment, previously credited to the account, is returned unpaid by a financial institution for any reason, in any amount.

Accounts related to former students, (students not currently enrolled or registered) with a past due balance, regardless of the amount, will have a financial hold placed on their accounts. The balance of these accounts must be zero before the student's privileges above can be restored.

Graduating seniors with a past due balances, regardless of the amount, will have a financial hold placed on their accounts. The balance of these accounts must be zero before a diploma will be issued. The hold will not prevent degree conferral but will prevent the issuance of transcripts, letters of completion, diplomas, etc.

To resolve a hold during the two weeks prior to the semester start date and the first week after the semester start date, payments must be made via certified funds or wire transfer.

Definitions

Encumbrance: A restriction placed on an account

Contacts

Contact	Telephone	Email
Student Account Services	202-994-7350	sao@gwu.edu

Document History

- **Last Reviewed Date:** April 27, 2017
 - **Last Revised Date:** January 7, 2017
 - **Policy Origination Date:** Not Available
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Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

This policy, as well as all [university policies](#), are located on the [Office of Compliance and Privacy's](#) home page.