

Procedure 5041.6

Student Account Holds

Student Financial Account Holds

The Business Office maintains the following holds.

1. **Balance Due Hold (BL):** Students with an outstanding balance to the college. This hold prohibits them from registering for classes, receiving transcripts, or receiving a diploma.
2. **Secured Payment Hold (PYMT):** Students with outstanding account balances that have been sent to the collection agency or have filed for bankruptcy. This hold requires students to pay a security deposit in order to register for one or more courses. The deposit amount will be determined on a case-by-case basis by the NWCCD Controller who will consider the student's financial history with NWCCD. The deposit will be applied to the student's last semester registration or any unpaid balance on the student account when the students withdraws from courses and/or their academic program and/or quits attending NWCCD. After being applied to the student account balance, any credit balance will be refunded to the student. Payment must be made by cash, money order, certified check, cashier's check, or credit card.
3. **Non-sufficient Hold (NSF):** Students who have issued checks with insufficient funds. This hold prevents students from making future payments by check.