

**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 fully pre-pay all anticipated charges prior to any future registration. 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.