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**I. Title:** Delinquent Accounts (Modification)

**II. Policy Statement:**

The purpose of this policy is to describe the guidelines and procedures involved in the processing of delinquent student accounts. Any student who has a delinquent account (amounts due past the due date) may forfeit the privilege of attending classes and shall not be allowed to register for a new term until his or her account has been paid in full.

Alabama State University will adhere to the regulations set forth by the United States Department of Education within the Financial Value Transparency Act (FVT).

**III. Scope:**

This policy applies to delinquent student accounts at Alabama State University. The policy will immediately be adopted upon approval by the ASU Board of Trustees.

**IV. Effective Date:**

Immediately upon approval by the ASU Board of Trustees.

**V. Audience**

All University faculty, academic and administrative personnel, graduate and undergraduate students are expected to adhere to this policy.

**VI. Policy Management:**

**Responsible Office(s):** The Office of Academic Affairs and Office of Business & Finance

**Responsible Officer(s):** Registrar, Director of Student Accounts and Cashiering Services, Vice President of Business & Finance and the Provost/Vice President of Academic Affairs

**VII. Definitions:**

- **Title IV Funding:** Title IV educational funding is money that the federal government allocates to eligible students to help pay for their education.
- **Delinquent Accounts:** A student financial account with an unpaid balance that has not been paid within the agreed payment terms resulting in a financial hold.

## VIII. Procedures for Handling Delinquent Student Accounts and Transcript Requests:

The specific parameters regarding the revision of the University's Transcript Procedure are based on the new regulations by the United States Department of Education.

### 1. Credit Bureau Reporting and Collections

- **Collection Referral:** Accounts with delinquent balances exceeding two academic terms will be referred to collections.
- **Credit Bureau Reporting:** All accounts sent to collections will also be reported to credit bureaus. This applies to all delinquent accounts, not just those affecting transcript release.

### 2. Transcript Hold for Students Without Title IV Funding

**Withholding Transcripts:** Students with a financial hold who did not receive Title IV Funding will have their transcripts withheld until their account balance is paid in full. No transcripts will be issued until the balance is settled.

### 3. Transcript Procedures for Students with Title IV Funding

**Initial Payment Requirement:** Students who have a financial hold and received Title IV Funding for any term must make an initial payment as outlined in the payment plan categories established by the University. This initial payment is necessary to set up a payment plan and to release a full transcript.

### 4. Subsequent Transcript Requests for Title IV Funding Students

**On-Time Payments:** Subsequent transcript requests will be processed if the student has been making on-time payments according to the established payment plan.

**Delinquent Payments:** If the student fails to make timely payments on the payment plan, an additional initial payment will be required to re-establish the payment plan and to process further transcript requests.

## Document History

*Approved by BOT: 08/28/2024*