

**Approved By:** President

**Date Approved:** Not Available

1. **Summary:** This policy establishes sanctions for students who fail to pay College-related debts at the time payments are due.
2. **Rationale:** This policy is necessary to ensure that students are aware of potential sanctions for failure to pay College-related debt.
3. **Entities Affected:** students
4. **Definitions:** Not applicable.
5. **Policy:** It is the responsibility and duty of each student to ensure that all school related debts are properly paid. All accounts at the college must be paid in full by the end of the agreed upon payment schedule. It is the policy of Criswell College that students with unpaid balances will be subject to the following:
  - grades withheld,
  - transcript request denied;
  - future enrollment refused;
  - financial aid eligibility removed;
  - payment plan eligibility removed;
  - student services access restricted and/or removed (CAMS, Blackboard, wireless internet, and library);
  - restriction of participation in mission trips, seminars, and other college related trips/conferences;
  - graduation postponed or denied;
  - other disciplinary actions taken.

#### **Non-Sufficient Funds/Returned Checks**

A fee will be assessed for all returned checks. For each occurrence the student will be notified to come to the Business Office to fulfill his or her obligations with cash, credit card, or money order. Failure to satisfy payment will result in withholding grades and transcripts, and even denying of graduation. If two or more NSF checks are received, all future payments by that student must be made by cash, cashier's check, money order, or credit card.

6. **Procedure:**
  - a. **Implementation:** Not applicable.
  - b. **Responsibility for Compliance:** Chief Business Officer
  - c. **Notification:** This policy will be posted on the College's website and a summary of the policy will be published in the College's *Catalog*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0

Policy number: 2.006

Related policies:

**Policy History**

Version 1.0

Not Available