

Sam Houston State University
A Member of The Texas State University System

FISCAL RESPONSIBILITY OF STUDENT ACCOUNTS FO-SFS-03

1. GENERAL

Sam Houston State University (SHSU) is committed to developing fiscally responsible business processes and practices that are both student-focused and fiscally responsible.

2. PURPOSE

2.01 The purpose of this policy is to:

- a. Outline the requirements for fiscal responsibility of student accounts, and
- b. Identify the remediation steps to be taken when accounts are unpaid.

3. GOOD FINANCIAL STANDING

3.01 A student is in good financial standing when:

- a. They do not have a past due balance for a prior or current academic term; or
- b. They are on a payment agreement and have been making consecutive monthly payments over the last six (6) months.

4. STUDENT RECORDS

4.01 Student records include both paper and digital versions of:

- a. Official Transcripts
- b. Certificates and Diplomas
- c. Apostilles
- d. Letter of Intent
- e. Letter of Enrollment
- f. Letter of Non-Enrollment

5. HOLDING RECORDS

5.01 Records will be held for the following financial reasons:

- a. Any account balance that is considered past due. (This may include but not be limited to balances held at collections, current term balance, and prior term balance).

5.02 Records will be held for the following additional reasons:

- a. Student Life Holds (includes Discipline Meet and Bookstore holds)
- b. Property Holds associated with departments and specific departments such as Disability Office and Project Connect Office
- c. Financial Aid holds (includes Exit Counseling, Federal Grant Refund/Overpay, and Perkins Loan holds)
- d. Registrar Holds (Final Degree Requirements and Transcript-Returned Check Holds)
- e. Residence Life Holds

6. RELEASE OF STUDENT RECORDS

6.01 SHSU will release records only when the student meets one of the following criteria:

- a. Student is in good financial standing with the university.
- b. Student is not currently enrolled in the institution as of the date of request and meets the following criteria:
 - I. Includes a copy of the request from potential employer or post-secondary institution for student record or a statement of intent to enroll in another post-secondary institution with the request and;
 - II. Makes a good faith effort to fulfill the student's financial obligation to SHSU by entering into a payment agreement to make monthly payments of 10% of the outstanding balance or minimum payment of \$50.00 and initiates auto draft payments in Touchnet to occur for six (6) months consecutively.
 - III. Under this requirement, the record will be released directly to the post-secondary institution or employer. The student will need to provide a Family Educational Rights and Privacy Act (FERPA) release to have the student record released directly to potential employer or post-secondary institution.
- c. Student Records will be released when required by law.
- d. Student Records may be released when approved by the President or a Senior Vice President.

7. AUTHORITY

7.01 Students' Financial Obligations – Section 54.007 (a-b) of the Texas Education Code allows tuition and fees to either be paid in full before the beginning of the semester or be paid under an installment plan with an initial payment due before the beginning of the semester. Students are expected to meet their financial obligations to SHSU within the designated time allowed.

7.02 Penalties for Failure to Pay – Section 54.007 (c-d) of the Texas Education Code allows for consequences to be imposed for failure to pay in the allotted time the amount owed to the university for tuition, fees, charges, or any other financial obligations.

Reviewed by: Lisa Lucas, Director of Student Financial Services

Date: 6/7/2023

Approved by: Amanda Withers, CFO & Senior Vice President for Operations

Date: 6/7/2023