

MANAGING YOUR MONEY

If You've Been to School Before and Have an Outstanding Balance

If you have been to school before and have an outstanding balance, the school's Bursar's Office (billing office) has likely placed a hold on your account. A Bursar's Office hold usually prevents students from obtaining official copies of their academic transcript and from registering for future classes.

Hold on Academic Transcripts

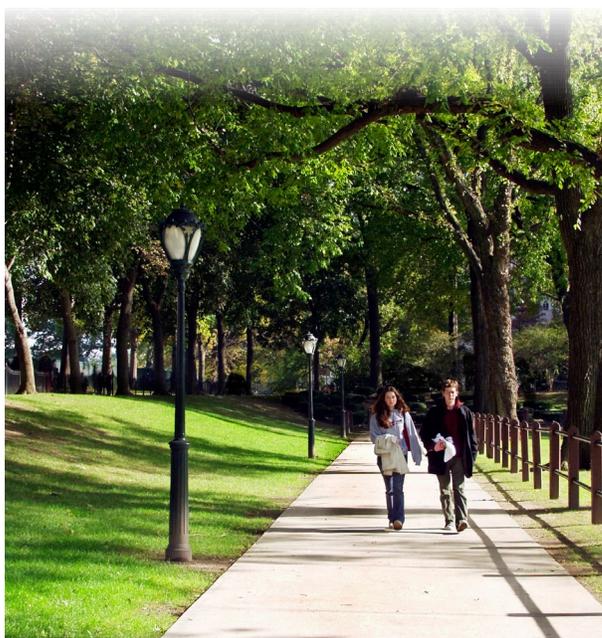
If you want to transfer to a new school, you typically won't be able to do so without an academic transcript from your prior school.

To resolve the hold, first determine:

- How much is your current balance? Carefully review the balance and understand how this balance was determined.
- Who is currently responsible for collecting the money – the school or a collection agency? You will need to work directly with the entity responsible for collection.

Next, consider the following options:

- Contact the Bursar's Office to discuss full payment of the balance. Ask whether or not the hold can be lifted and/or the account can be settled for anything less than full payment.
- If the bill is very recent (within the past academic year), it may be possible to take out a private loan (credit-based) to cover the past balance. Contact the



Financial Aid Office to see if this is a viable option.

- Make payment arrangements with the school or collection agency. Ask the school when the hold can be lifted – after a certain number of on-time payments or only upon payment in full.
- Borrow money from family, friends or others to repay the balance.

Hold on Course Registration

If you want to return to your previous school, you'll likely be unable to register for future classes while there is a hold on your account. To resolve the hold, review all of the information in the "Hold on Academic Transcripts" section above but also:

- Contact the Financial Aid Office to determine if the balance could be repaid with the next semester's excess financial aid. If yes, work with the Bursar's and Financial Aid Offices to see if they are willing to lift the hold and process aid.



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