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| Name of Policy: Students with Encumbrances |
| Source: Academic Affairs, Student Affairs and Business Office |
| Date Revised: June 2018 |
| Form to Complete: N/A |

Policy:

A hold will be placed on student accounts for students who have KCAI encumbrances including, but not limited to:

- unpaid parking, missing equipment, and library fines
- unreturned library books and college owned equipment
- non-payment of emergency loans
- past due tuition, fees, and room and board charges
- incomplete conduct sanctions
- missing required forms (immunization records, FERPA disclosure, etc.)

A hold on a student account will not permit students to register or finalize registration for the following semester. Additionally, students cannot obtain official transcripts or grade reports, or receive additional emergency loans until their encumbrances have been cleared.