Procedure for requesting a hold on a student account

(Revised8/09)

Greek organizations have the privilege of asking the University to put a hold on a members student account for failure to pay money owed to the chapter. These fees include chapter dues, parlor/house fees, room rent, new member/initiation fees, national dues, and items purchased or ordered through the chapter. The hold blocks a student from registering for classes, requesting a transcript, and graduation. A hold on a student's account is only used as a last resort after other attempts to collect fees have failed.

Fees must have occurred during member's affiliation with the chapter.
Amount must exceed $100.

Hold request requirements: The following must be submitted to the Greek Affairs Office before a hold will be placed on a student account. This information must be submitted for each student hold that is requested. Holds will only be placed only after 90 days past due (no earlier).

- Copy of written bills distributed at chapter meetings stating amount owed to chapter.
- Copy of certified letter (signed upon receipt) sent to chapter member at 60 days past due to an active address. This letter must include a detailed statement with the reason for the charges and the date that the charges were overdue. The letter must state that if fees are not paid by 90 days a request for placing a hold on the student account will be made to the Greek Affairs Office.
- Any written correspondence to chapter member regarding the fees owed. Facebook messages will not be accepted. Emails are acceptable if email documents date and time of correspondence.
- Typed list of full name of student, CLID number, and the current amount owed to the chapter.

Removal of Blocks: The President, Treasurer or Advisor must contact Office of Greek Affairs by email and request that the hold be removed.

Agreement:

We understand that by signing this form we are confirming that the members submitted have been notified concerning their fees owed as stated above. We also understand that this is an **ABSOLUTE LAST RESORT** and that all previous measures have been unsuccessful in the collection of money owed to the chapter. We also agree that all communication regarding the placing and removal of all holds has taken place with the signatures which follow. We further agree that this information will remain a permanent part of the Treasurer's records and will be passed on from year to year.

_____ _____
Treasurer Date

_____ _____
President Date

_____ _____
Advisor Date

Please provide a contact name and telephone number to the Office of Greek Affairs between the hours of 8 am to 4:30 pm, Monday through Friday:
Please Print: Name_____ Telephone Number_____