

**PRAIRIE VIEW A&M UNIVERSITY**  
**Administrative Procedures Manual**

**13.99.99.P0.03 Release of Fiscal Holds**

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1. Fiscal Holds

The University places a fiscal hold on all students owing a balance to the University to prevent them from registering for a future semester or from receiving a transcript until the balance is paid.

2. Release of Fiscal Holds

2.1 Requests for releasing a fiscal hold prior to payment in full of the balance due are considered on a case-by-case basis by the Controller. Reasons for granting such requests include, but are not limited to, the following:

- a. Financial Aid for the current semester is sufficient to cover the prior balance due and the current semester's tuition and fees.
- b. Student is an employee of the University and agrees to pay prior balance with their next paycheck.
- c. Student has signed a payment plan agreement and is in a current status with it.
- d. An administrative problem prevents the University from applying University administered scholarships to the student's account.

2.2 Approved requests to release fiscal holds to allow students to register are documented on the Request for Fiscal Hold Release for Registration form (*Attachment 1*) and approved by the Controller.

2.3 The Accounts Receivable Office manually lifts the registration hold for all approved requests.

2.4 The fiscal hold is automatically restored in SIS+ on a daily basis.

Contact: Manager of Treasury Services