Student Accounts Hold Policy

Policy/Procedure

Dickinson College (the “College”) accounts used for billing and payments for tuition, room and board, and other fees related to student status, are handled through the Student Accounts Office. Such accounts that are past due are subject to financial encumbrance. If an account is financially encumbered, there will be a hold on future registration and course adjustment privileges, application review for study abroad programs, transcripts, diplomas, and charging in the Bookstore, Devil’s Den and Dining Services areas.

Students with a past due balance over 60 days and $100 or more will have a financial hold placed on their accounts. Students must contact the Student Accounts Office to clear their accounts for registration. Payments may be made with cash, check, money order, electronic funds transfer or credit card (American Express, Discover, MasterCard or Visa).

Account balances of students who are not enrolled and are six months past due are written off to the reserve for bad debt account and sent to a collection agency for further collection processing.

Registration Hold Appeals

Students may appeal a registration hold by sending an e-mail message to the Bursar at heckendo@dickinson.edu. Appeals will be brought before an appeals committee and will be reviewed on a first-come first-serve basis.

Related Information

Global Education (Academic)
Subpoenas for Student Records (Academic)
Course Registration Policies (Academic)
Transcripts Requests (Academic)
Fees and Interest

History/Revision Information

Responsible Office/Division: Financial Operations
Effective Date: 
Last Amended Date: October 2012
Next Review Date: June 2015
Also Found In: