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A8.700 TREASURY

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A8.730 Release of Student Transcripts with Delinquent Financial Obligations

1. Purpose

To set forth the procedure for the release of a student transcript when a delinquent financial obligation exists. This procedure is based on Hawai'i Administrative Rules, Chapter 20-10, adopted by the Board of Regents on June 22, 1981, and amended as of April 4, 1988.

2. Applicability

This directive applies to all campuses of the University of Hawai'i.

3. Procedure

- a. A transcript request shall be made on the University campus' "Request for Transcript" form. The form shall be accompanied by payment of the transcript fee in cash or check and submitted to the campus Business/Cashier's Office (Business/CO). The campus Business/CO shall determine whether the student has an outstanding financial obligation.
- b. If there is no outstanding financial obligation, the Business/CO shall record the payment and transmit the transcript request to the Registrar. The Registrar will then issue the transcript.
- c. If the student has an outstanding financial obligation, the Business/CO shall notify the student, either verbally or in writing, of the outstanding financial obligation and that the student's request for a transcript is being denied. If in writing, the notification shall be prepared in duplicate and distributed as follows: original to the student and a copy for the Business/CO file. The "Request for Transcript" is also returned not processed to the student.

- d. Upon satisfactory discharge of the delinquency or the consummation of such other arrangements, the Business/CO shall record the payment and transmit the transcript request to the Registrar. The Registrar will then issue the transcript.

- e. Each Director of Admission shall include the following sentence in the letter of admission sent to all students who have previously attended a campus of the University of Hawai'i: "Please be advised that if you are found to have a delinquent financial obligation at a campus of the University of Hawai'i, you will not be permitted to register for classes."