

SamHoustonStateUniversity  
A Member of TheTexasStateUniversitySystem

**FISCAL RESPONSIBILITY OF STUDENT ACCOUNTS**

1. GENERAL

Sam Houston State University (SHSU) is committed to developing fiscally responsible business processes and practices that are both student focused and fiscally responsible.

2. PURPOSE

2.01 The purpose of this policy is to:

- a. Outline the requirements for fiscal responsibility of student accounts, and
- b. Identify or current academic

m; or  
they are on a payment agreement and have been making consecutive  
monthly payments over the last six (6) months.

DS  
Records include both paper and digital versions of:  
Official Transcripts  
Certificates and Diplomas

- c. Apostilles
- d. Letter of Intent
- e. Letter of Enrollment
- f. Letter of Non Enrollment

5. HOLDING RECORDS

5.01 Records will be held for the following financial reasons:

- a. Any account balance that is considered past due. (This may include but not be limited to balances held at

6. RELEASE OF STUDENT RECORDS

6.01 SHSU will release records only when the student meets one of the