

Example of Hold Notice Language for Debt Owed to the University

Failure to pay this bill or to show proof of payment will result in a Hold being placed on your records (a) thirty (30) Days after the date of this bill; or (b) ten (10) Days prior to the end of the current academic term, whichever comes first.

A Hold prevents registration, re-admission, enrollment or conferral of a degree. You have the right to initiate the resolution process by requesting an administrative review on the validity of this debt in advance of a Hold being placed on your records.

If you wish to request an administrative review, you must contact the department shown on the face of this bill within ten (10) Days from the date on this Notice.

If you have already completed the administrative review process and your debt is in excess of \$50.00, you may request an appeal of the administrative review decision by contacting the Office of the Dean of Students or at grievance@saonet.ucla.edu, within ten (10) Days from the date on this Notice.