

**PROCEDURES FOR ENCUMBERING STUDENTS
AT THE REQUEST OF THEIR HOUSING UNIT**

This procedure is instituted by Purdue University to assist fraternities, sororities, and cooperatives in the collection of financial obligations owed by students. Participation in this procedure is entirely voluntary on the part of a fraternity, sorority, or cooperative. A recognized fraternity, sorority, or cooperative that is in good standing with the University may participate.

1. Each participating housing unit must enter into a written contract with each member. In it the housing unit agrees to provide room and board, and the student, or his/her parent or guardian if he/she is a minor, agrees to pay for the accommodations. The contract must contain the following:

a) This provision in which the student specifically authorizes the University to make the encumbrance:

“The student (and his/her parent or guardian if he/she is a minor) expressly agrees that at the request of the housing unit, Purdue University may encumber the records of the student for failure to pay, when due, all room rental, food charges, and dues that apply uniformly to all members of the housing unit (Monies owed to the housing unit for fines, telephone charges, and jewelry are examples of costs for which students may not be encumbered). The student (and his/her parent or guardian if he/she is a minor) expressly authorizes the University to make the encumbrance with full knowledge that the encumbrance denies the student access to his/her transcript of academic records and precludes him/her from continued enrollment at the University. This encumbrance does not impair or limit the housing unit from taking legal action with respect to the unpaid obligations for which the encumbrance was made. The encumbrance procedure may not apply to any obligations that may be incurred by the student after he/she ceases to be a continuing student at Purdue University.”

b) A breakdown of room and board charges, a schedule of pay periods.

c) The full name of the student.

d) A provision for the signature of the student and, if he/she is a minor, the signature of his/her parent or guardian.

2. The encumbrance procedure may be used for fraternities, sororities, or cooperative members and pledges/associates only.

3. A student may be encumbered only for debts incurred during the current semester.

4. A fraternity, sorority, or cooperative desiring to request an encumbrance must indicate its intentions by properly completing an Encumbrance Submittal Form. The form and a photocopy of the complete, signed contract must be submitted to the Office of the Dean of Students (Fraternity, Sorority and Cooperative Life Office) no later than the Friday before finals week in the semester for which the debt was incurred. The request must be signed by the president and

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treasurer of the organization, and a copy of the request must be mailed or personally delivered to the student.

5. When a student who has been encumbered satisfies his/her obligation to the housing unit, the housing unit must promptly notify the Office of the Dean of Students on an Encumbrance Removal Form. The housing unit's failure to notify the Office of the Dean of Students within seven days from the date the student has satisfied his/her financial obligation may result in the loss of the encumbrance privilege.

6. The housing unit must designate an officer who is authorized to accept delinquent payments from the student during all hours of delayed registration. The University and the Office of the Dean of Students cannot accept payments.

7. The housing unit must designate a contact person who is authorized to request encumbrance removal during the breaks between semesters.

8. Any housing unit not following the established guidelines for the encumbrance procedures will lose its privilege to encumber students.

9. The University is not required to act upon any request.

10. The University reserves the right to discontinue the encumbrance procedure or a particular encumbrance.

11. The encumbrance procedure cannot be used to enforce a contract for future consideration.

12. The encumbrance may be filled out at any time throughout the semester, not just at the end of the semester, but it must be submitted by the semester deadline.

13. An encumbrance causes the following to happen:

- a) prevents a candidate for graduation from receiving his/her diploma;
- b) prevents a student from receiving his/her fee statement and schedule of classes;
- c) prevents a student access to his/her transcript of academic records; and
- d) prevents a student from receiving financial aid awards.

The encumbrance procedure is not intended to allow housing units to be passive in their collection of money. An encumbrance should be used as a measure of last resort. All housing units need to be assertive in their collection procedures. A fraternity, sorority, or cooperative that circumvents the guidelines above will not be afforded the use of the encumbrance procedure in the future.