

Student Eligibility Enforcement

If an account is overdue, all payments deposited from parents will first be applied to tuition and fees on account, to reduce the overdue balance. Students may be placed on records hold and enrollment hold for incomplete registration if

- an overdue balance exists on the tuition and fees account; or
- the student has not successfully completed registration at MPCS; or
- the student is missing an item from their application that prohibits them from being accepted or registered.

Students may also be placed on a records hold and finals held for overdue balance on account. These holds are imposed at the sole discretion of MPCS.

- Enrollment Hold - The affected student(s) will not be permitted to attend MPCS, receive a schedule, or be placed on a roster for the period in which the hold is in effect, and the student(s) may be required to withdraw from MPCS and be subject to withdrawal policies and fees.
- Ineligible to Enroll Hold - This indicates a student has a balance on the previous year's account at the beginning of the school year, or the student is on probation and must satisfy requirements in order to become eligible for enrollment. These holds can prevent a student from registering and/or from being placed on a class roster.
- Admission Hold - A student is missing an item to complete registration or view schedules will be placed on an Admission Hold and will be prevented from being placed on class rosters and/or receive class schedules.
- Records Hold - Grade reports, FACTS Portal grades view, and final transcripts of the affected student(s) will be held by the business office for the period in which the hold is in effect.
- Finals Hold - The affected student(s) will not be permitted to take final exams and will therefore not be complete for the academic year in which the finals hold takes place.

If a student account is on hold for business office or admission office purposes (and the FACTS Portal or Canvas view is locked), then a student will be unable to obtain the necessary schedule to purchase books until the hold is released.

In the event records are held for one of the above reasons, applicable report cards and transcripts holds will be kept in the business office after notification has been sent to the parents. Any inquiries to this regard should be referred to the student accounts office to keep teachers, coaches, and administrators from being put in the middle of any inquiry, dispute, or escalation in this regard.

The only exceptions to this policy are those approved by the chief financial officer. Any student payments deposited with the business office that must be re-directed toward an overdue tuition balance will be flagged to the appropriate administrator and payer.

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