Purposes:

To provide a procedure for preparing accounts receivable reports for all three schools, Medical, Dental, and Graduate Studies.

Procedure:

Monthly the Office of Information Technology (OIT) submits an Aging Analysis Report of all students who have a credit and/or debit balances for the current academic year.

A. The Student Account Manager prepares the Student Account Aging Report of debit balances from the OIT Aging Report.

B. The Aging report is separated by School division and contains the student’s name, ID number, balance due, classification, and description of account status. The account detail form in Banner (TSAAREV) is used for verification of account balances.

C. The “Description” column provides status of funds from the Financial Aid records maintenance form (ROARMAN) and explains why the student has a debit balance. Also the date and time and method of follow up is included in this column. If the student has any repayment agreements or special circumstances approved by the Dean, this information is noted in this column.

D. Methods of follow up with the student to determine when funds may be collected.
   1. Monthly Invoices
   2. Telephone Calls
   3. E-mail and mail to students that are copied to the Dean, Student Academic Affairs

E. Present a completed Aging report to Assistant Treasurer by the 15th of each month to be reviewed and file a copy for office records.

The Assistant Treasurer contact the Deans of each school to resolve past due issues