PURPOSE:
Collection & Write-off of Student Account Receivables for currently and formerly enrolled students in accordance with Executive Order 95-03.

PROCEDURE:

1.0 CURRENTLY ENROLLED:

1.1 Requires all students not receiving financial aid to complete a Defetement Payment Contract with the Student Account Counselor (SAC). The SAC will enter data in the automated deferred payment plans.

1.2 Monthly invoices are mailed to students with a balance to both their campus and billing addresses. Invoices more than 60 days delinquent will be mailed to the student’s local and permanent addresses. Also, an invoice is forwarded via e-mail to the students’ M.M.C. address.

1.3 The Dean of each school will be notified of delinquent accounts via Student Account Aging Report, as well as, a copy of individual student e-mail.

1.4 Future registration will be prohibited for the any student with a prior balance.

2.0 FORMERLY ENROLLED

2.1 Students will be required to notify the Office of the Treasurer of their new billing address prior to separation. Separation meaning leave of absence, dismissal, withdrawal, or graduation.

2.2 The Office of the Treasurer will not sign the leave of absence, withdrawal, or clearance form for students who are financially indebted to the institution. A “HOLD” of information letter must be submitted to the Office of Admissions & Records.
Subject: Division of Finance - Policy on Accounts Receivable Collections/Write Off

2.3 Students who leave without satisfying their financial obligation will be sent a certified letter at 60 days delinquent, accompanied by a Deferment Payment Contract. This agreement must not exceed 36 months.

2.4 Student Accounts 91-days to 5 years delinquent, as well as, unmet agreements will be assigned to a collection agency.

3.0 UNCOLLECTIBLE/WRITE-OFF ALLOWANCE

Account balances which are 2 or more years delinquent, that have been returned from collections may be written off as un-collectible and placed in an Allowance for Bad Debt account.

SANCTIONS: