



**POLICIES**

Effective Date: July 1, 2015

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.  
President and Chief Executive Officer

Subject: Division of Finance - Policy on Accounts Receivable  
Collections/Write Off

**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 Deferment 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.



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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:**