

Polk State College Procedure

Subject	Reference	Date	Number
Delinquent Accounts	Board Rule 5.13	2/6/18	5007

The purpose of this procedure is to provide guidelines for the collection of Polk State College delinquent accounts receivable.

- I. Delinquent Accounts Receivable are defined as:
 - a. student tuition and fee deferments
 - b. short term student loans
 - c. overpayment of student financial aid
 - d. returned checks
 - e. contracted instruction and services
 - f. employee overpayments
 - g. EEF recoveries from employee and dependents
 - h. auxiliary programs
 - i. any other monies owed to the College

- II. Processes:
 - A. When a receivable is established, an invoice is created and mailed for all outstanding amounts associated with students, companies, and other non-employees. The creation of an invoice automatically places a hold on student accounts to prevent future registration and the processing of official transcripts. This hold is automatically released once the financial obligation is satisfied in full.

 - B. An additional service charge is assessed in the cases of returned checks and added to the amount due. The student's account is flagged so that checks are no longer an acceptable form of payment if a check is returned to the College.

 - C. Employee obligations are deducted in a subsequent pay period when possible. Should an employee leave the College and still have a financial obligation, the employee will be invoiced.

 - D. Dunning notices are mailed on past due accounts receivable.

 - E. If the debt remains unpaid, students are turned over to a collection agency and are assessed an additional collections fee as determined by the agency.

 - F. Accounts receivable write-offs are reported and recorded annually in accordance with DBOT Rule 5.13, *Delinquent Accounts*.

History

Adopted: 5.40080.1 - January 18, 1974

Revised: 5007 (renumbered) - June 18, 1980; June 29, 1981; April 12, 1988;
June 1, 1995; May 1, 2001; July 27, 2010; February 6, 2018

	2/7/18		2/7/18
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			2/13/18
President's Approval			Date