



Procedure 208-04 Collections

Sponsor: Business and Administrative Services

Purpose

The purpose of the collections procedure is to establish criteria for collecting delinquent balances.

Definitions

None

Procedure

Student tuition and fee payment may be deemed past due once the 100% refund deadline for a class has passed and:

1. The student does not have any authorized financial aid pending
2. The student does not have any authorized Veteran's funding pending
3. The student does not have any third-party guarantees pending
4. The student has defaulted on their payment plan
5. The student has outstanding fines for parking, equipment that has not been returned, or any other charges

The College will notify students of their outstanding balances in the following order:

1. An email notification will be sent to the student, and a hold will be placed on their account, restricting further activity.
2. No sooner than 30 days after an initial email is sent, the College will mail a final notice and a hold will be placed on their account, restricting further activity.
3. No sooner than 30 days after the final notice is mailed, the College may turn a student account over to an independent collection agency. The student will be subject to additional collections fees once their account is sent to the agency.

Accounts receivable holds will be placed on a student account, restricting activity any time an account is determined to be delinquent. The student must pay in full to have the hold removed.

References

None

Procedure History

01/03/2018	New and approved by College Council
05/21/2019	Revised and approved by Executive Council
04/07/2025	Revised and approved by President's Cabinet

Legal Review

None