



Billing and Collection Policy

Active Students: Active students will be billed throughout the term with due dates set by the Business Office. Students may be assessed penalties for late payments, but will not be referred to an external collection agency if actively enrolled. A Business Office hold, prohibiting registration for future terms, the release of a diploma, and the release of official transcripts, will be placed on any actively enrolled student account with a balance of \$500.00 or more. Students with a Business Office hold may also not utilize the student ID card for charging purposes.

Inactive Students: Delinquent accounts will be reviewed on a regular basis, with remaining security deposits being applied to inactive student account balances as applicable. A Business Office hold, prohibiting registration for future terms, the release of a diploma, and the release of official transcripts, will be placed on any inactively account with a balance. Attempts will be made to contact students before delinquent accounts are referred to external collections. Once referred to an external collection agency, outstanding account balances will be reported to the major credit bureaus by the collection agency. Once referred to an external collection agency, all payments must be remitted directly to the collection agency.

Write-Off of an Uncollectible Account: The College will establish procedures to determine when the write-off of an uncollectible account will occur. The write-off of an uncollected account is a bookkeeping entry only and does not relieve the debtor from the financial responsibility to the College. Business Office holds remain on accounts once written off prohibiting registration for future terms, the release of a diploma, and the release of official transcripts. Holds are removed upon receipt of payment in full for the amount written off.

Version Date

1.0 03/04/2021