

BUSINESS POLICY

TO: All Members of the University Community

2016:05

DATE: March 2016

STUDENT ACCOUNTS RECEIVABLES WRITE-OFF (Supersedes 2003:13 & 2010:02)

I. PURPOSE

The University carries balances on student accounts as a normal course of operations. When a student withdraws from the University or does not register for classes, the outstanding balance becomes due immediately. It is the expectation that students will fulfill their obligations and settle their accounts.

This policy establishes the procedure to write-off student account balances after all reasonable collection methods have been exhausted.

II. POLICY

The University will use internal and external collection methods to recover outstanding account balances. Once a balance is deemed uncollectable, the University will write-off this receivable. Student transcripts and registration will be placed on hold until the balances are paid.

III. AUTHORIZATION

The authorization to write-off account receivable balances is as follows:

1. Balances less than \$100 will be authorized by the Director of Student Financial Services.
2. Balances over \$100 will be authorized by the Assistant Vice President for Finance.

Jerry L. Scoby
Vice President for Administration and Finance

Contact: Director of Student Financial Services