

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE**

**BOARD OF GOVERNORS**

**POLICY NO. BP-7.9**

**TITLE:                   MANAGEMENT of STUDENTS ACCOUNTS RECEIVABLES**

**SECTION 1.           GENERAL**

- 1.1    Scope -                               This policy sets forth standards for exercising due diligence in the collection of student accounts receivables.
  
- 1.2    Authority -                            WV Council for Community & Technical College Education Title 135 Legislative Rule, Series 2.
  
- 1.3    Effective Date -                     February 1, 2004

**SECTION 2           STATEMENT**

The College will exercise due diligence in the collection of student accounts receivable, including, but not limited to tuition and fees. The careful management of this College asset requires the timely billing of students and third party sponsors, as well as prompt notification and follow up when accounts are past due.

The College Business Office will be responsible for ensuring that every attempt is made to collect all student revenue, including accounts receivable. In fulfillment of that responsibility, due diligence includes the following collection actions:

- (1)    Preparing and issuing timely and regular monthly billing statements to students with outstanding accounts, including additional “past due” and delinquent notations;
  
- (2)    Placing a “hold” against student’s records when account receivable is deemed past due, including but not limited to, prohibiting future registration actions, release of academic records for transfer purposes, or course grades issuance;
  
- (3)    Initiating follow up individual telephone calls to students requesting prompt payment.

If these collection actions do not result in payment, the College may take action to administratively withdraw the student for non-payment of accounts due. Additionally,

the College may pursue additional collection actions, including referring the student account receivable to a collection agency.

**SECTION 3                    DELEGATION OF AUTHORITY**

The responsibility for implementation and interpretation of this policy is delegated to the President, including the development of administrative regulations for the collection of student accounts receivable.

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**BOARD OF GOVERNORS, CHAIR**

February 1, 2004  
**DATE**