

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP-7.9**

**TITLE: MANAGEMENT of STUDENTS ACCOUNTS RECEIVABLES
SECTION 1. GENERAL**

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| 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; April 19, 2023 |

SECTION 2. STATEMENT

The College will exercise due diligence in the collection of all student (Early Entrance, Workforce, continuing education, adult students, etc.) accounts receivable including but not limited to tuition and fees. The careful management of this College assets 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 is responsible for ensuring that every attempt is made to collect all student revenue including accounts receivables. 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 accounts receivables are 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 individual follow-up 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’s 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 account receivables.

Gregory A. Greenwalt

04/19/2023

BOARD OF GOVERNORS, CHAIR

DATE

Approved by LOT; 3/27/2023
Approved by Cabinet: 4/12/23
Approved by BOG: 4/19/23