

STUDENT RECEIVABLES

Student accounts are charged applicable tuition and fees for each semester that a student enrolls. Student account balances not paid in full by the end of the semester in which they are enrolled are considered delinquent.

Students with outstanding balances are prohibited from enrolling in subsequent semesters, receiving transcripts, degrees, certificates, and grades. They are also ineligible for employment with the college until the indebtedness is resolved.

UA Cossatot will make all reasonable efforts toward collection of delinquent balances. Collection efforts may include the college's own means of contacting debtors, as well as the use of Arkansas State Income Tax Set-Off for State agencies and the use of collection Agencies.

UA Cossatot may write off, for current accounting purposes, and remove from its books of accounts any debt due that is deemed doubtful of collection.

The Business Office will maintain procedures for estimating doubtful accounts and for writing off bad debts in compliance with State Guidelines.

Policy History:

November 3, 2014
July 7, 2014
January 1, 2011
March 2, 2007
May 23, 2005
July 30, 2001

PROCEDURE: 342-1

STUDENT COLLECTIONS

Procedures:

1. Student accounts that are not paid off by the end of the semester the student is enrolled in are considered delinquent.
2. Students are notified of their delinquent status by letter and given 30 days to bring their account up to date.
3. Student accounts still unpaid after the 30 days are placed in Collection either with the Arkansas State Set-Off Garnishment program or with a collection agency.

4. Accounts placed in collection will be assessed a collection fee and/or finance charges. These will be placed on the account using the appropriate transaction code. Most collection agencies charge a set percent on the collectible balance. This will be deemed the appropriate amount added to the account balance.

Procedure History:

October 8, 2014

PROCEDURE: 342-2

UNCOLLECTIBLE ACCOUNTS AND WRITE OFFS

Procedures:

1. Student accounts that have already been placed in collection and are two (2) years or older shall be considered uncollectible at the end of the fiscal year. These accounts are reviewed and are reflected as Allowance for Doubtful Accounts by journal entry for year end.
2. Accounts considered as part of the Allowance for Doubtful Accounts are not specifically written off yet.
3. When accounts that are five (5) years or older have been evaluated and are deemed to have no activity on them within three (3) years and all collection attempts have been exhausted, they will be deemed uncollectible and written off.
4. Uncollectible accounts will be written off using a 79998 transaction code for Uncollectible Accounts Write Off in the Student Billing System.
5. Accounts that still have some activity on them will not be written off, but kept as Uncollectible until the account is satisfied in full, or other circumstances arise.

Procedure History:

October 8, 2014
