

Shawnee State University

AREA: BUSINESS AFFAIRS	POLICY NO.	4.23REV
	ADMIN. NO.	3362-4-13
	PAGE NO.:	1 OF 1
SUBJECT: COLLECTION AND WRITE-OFF OF STUDENT ACCOUNTS RECEIVABLE	EFFECTIVE DATE:	2-9-07
	APPROVED BY	Board of Trustees

1.0 Purpose

This statement sets forth University Policies and Procedures for the handling and disposition of student accounts receivable.

2.0 Policy

- 2.1 Collection of student accounts receivable/write-offs is the responsibility of the Bursar's Office.
- 2.2 Student billings will be generated and provided to students registered for classes in advance of the last day to pay fees. The last day to pay fees will be stated on the student's statement of account.
- 2.3 Payment of fees shall be required of all students each term on the date established by the Office of the Vice President for Finance and Administration and published by the Office of the Registrar.
- 2.4 Any student that fails to pay his/her fees by the payment deadline may be administratively dismissed according to procedures established by the Office of the Vice President for Finance and Administration.
- 2.5 Students with past due accounts may also have a hold placed on their account in accordance with procedures established by the Office of the Vice President for Finance and Administration, which shall preclude further registration by the student for courses at the University or any release of student transcripts until the outstanding balance is cleared with the Bursar's Office.
- 2.6 The Bursar's Office shall develop and maintain procedures which require that all students with outstanding accounts receivable are billed on a routine basis. Such billings shall state the past due nature of the balance and any related consequences for nonpayment.
- 2.7 Students with open balances at the end of the term may be turned over to an approved collection agency. The costs incurred will be the total responsibility of the student.
- 2.8 Each year the Bursar's Office will generate a report for Student Accounts Receivables to be written off.

Adopted 12/9/89; Revised 3/14/94; Revised 2/18/95; Revised 2/9/07