

### 3357:13-17-132 Student Accounts Receivable Procedure

(A) Students are expected to keep their accounts current with the College. Any student with past due indebtedness is not allowed to obtain grades, a transcript, a diploma, or to enroll for any subsequent quarter. The College reserves the right to cancel enrollment of a student with past due indebtedness; the cancellation of enrollment however, does not relieve the student of the incurred debt. In the event that the debt becomes delinquent, the College reserves the right to assign the account to the Attorney General's Office for collection purposes.

(B) Fourteen (14) days prior to the last day to pay fees:

(1) The Accounting Clerk:

(a) Emails students on the Deregistration list to inform them they have a balance and the date fees are due

(b) Emails students who owe a balance after financial aid applies to inform them they have a balance and the date fees are due

(2) At this time the student has the option to participate in the deferred payment plan for a \$15 added charge.

(C) One week prior to the second deferred payment plan date:

(1) The Accounting Clerk:

Emails all students participating in the deferred payment plan notifying them of the second payment date

(2) If this payment is not received on time, the student is assessed a \$15 late fee.

(D) One week prior to the third deferred payment plan date:

(1) The Accounting Clerk:

Emails all students participating in the deferred payment plan notifying them of the third payment date

(2) If this payment is not received on time, the student is assessed a \$15 late fee.

(E) One week prior to the fourth deferred payment plan date:

(1) The Accounting Clerk:

Emails all students participating in the deferred payment plan notifying them of the fourth payment date

(2) If this payment is not received on time, the student will not be permitted to register during priority registration.

(F) Three weeks prior to finals week and again one week prior to finals week:

(1) The Accounting Clerk:

Emails all students that still have an outstanding balance for the term

(2) This payment is due on or before the Friday prior to finals week. If this payment is not received on time, any account with a balance of \$50 or more will be assessed a \$50 late fee.

(G) One week after the end of the term:

(1) The Accounting Clerk:

Creates an outstanding student fee listing, prints reminder statements, and sends out the same day.

(2) This payment is due within 30 days of the statement date.

(H) On the day following the deadline of the reminder statements:

(1) The Accounting Clerk:

(a) Updates the outstanding student fee listing

(b) Prints final notice statements, and sends out the same day.

(2) The payment is due within 14 days of the statement date. If this payment is not received by the deadline the account is then forwarded to the State of Ohio Attorney General's Office for further collections.

(I) The Accounting Clerk will be responsible for:

Maintaining all account information for all accounts turned over for collections. This includes posting payment and collection cost incurred monthly to each respective account.

(J) Procedures are subject to change upon the discretion of the Controller with the approval of the Vice President for Business and Administrative Services.

Effective: June 1, 2020

Expires: June 1, 2025

Review Dates: 10/25/05, 6/1/20