

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, or 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 Credit Bureau and/or a collection agency.

(B) Ten (10) days prior to the last day to pay fees:

(1) The Cashier:

(a) Prints student statements.

(b) Pulls out non-applicable statements (i.e., \$0 balances, agency pays, buyouts) and sends bills out the same day.

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

(C) On Tuesday, of the second week of the term:

(1) The Cashier:

Prints student statements for all students participating in the deferred payment plan and sends bills out the same day.

(2) This payment is due on or before the Wednesday of the third week of the quarter. If this payment is not received on time, the student is assessed a \$15 late fee.

(D) On the Tuesday of the fifth week of the term:

(1) The Cashier:

Prints student statements for all students participating in the deferred payment plan and sends bills out the same day.

(2) This payment is due on or before the Wednesday of the sixth week of the quarter. If this payment is not received on time, the student is assessed a \$15 late fee.

(E) On the Friday of the fifth week of the term:

(1) The Cashier:

Prints student statements for all students participating in the deferred payment plan and sends bills out the same day.

(2) This payment is due on or before the Monday of the seventh week of the quarter. If this payment is not received on time, the student will not be permitted to register during priority registration.

(F) On the Monday of the ninth week of the term:

(1) The Cashier:

Prints student statements for all students that still have an outstanding balance.

(2) This payment is due on or before the Friday of the tenth week of the term. 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 Student Accounts Specialist:

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 Student Accounts Specialist:

(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 Student Accounts Specialist 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: October 25, 2005

Expires: October 1, 2010

Review Dates: 10/25/05