

POLICY

Effective Date: 11-15-06

Approved By: President's Council

Authority: S.A.A.M. 85.54.55

Cancels:

See Also: POL-U5352.08 Collecting Accounts Owed to the UniversityPOL-U5352.09 Collecting Long Term Student LoansPOL-U5352.13 Charging and Billing Fines**POL-U5352.10 WRITING OFF UNCOLLECTIBLE ACCOUNTS**

This policy applies to all areas of the university that have uncollected accounts. This policy does not apply to fines.

Definition:

Uncollectible Account – an account for which all reasonable collection efforts have been exhausted.

1. Bursar Writes Off Uncollectible Accounts

The Bursar writes off accounts after all reasonable attempts to collect the account have been made. The Bursar will maintain necessary documentation to support University write-offs.

2. Bursar Assigns Federal and State Aid Deemed Uncollectible**3. University Will Not Extend Further Credit**

The university will not extend credit of any kind to students or customers that have previous university account balances that were written off.