

Student Services Series—5000

DELINQUENT DEBTS AND OBLIGATIONS

**Business Services/
Library/Public Safety/
Financial Aid or Other
Origination Department:**

1. Notifies student of financial obligation(s). Places student account and record on hold as appropriate.

Student:

1. Clears obligation(s) and hold with **originating department**.

Business Services:

1. If financial obligation is not cleared, pursues outstanding obligation through invoicing student using standard invoicing process including collection notices.
 - 1.a. May deduct financial obligation(s) from employee paycheck with written authorization from employee.
 - 1.b. Will deduct financial obligation(s) from any financial aid disbursement(s) with Title IV authorization from student.
 - 1.c. Adds late payment fees as appropriate.
 - 1.d. May drop student from class(es) and withhold future registration.
 - 1.e. Adds fee for non-sufficient funds (NSF) checks; may refuse to accept checks for future payments.
 - 1.f. Sends financial obligation to collection agency(ies); adds collection fees to total.
 - 1.g. May require student to pay in full at time of registration or other service if history of delinquent account.
 - 1.h. Maintains financial hold on student account until obligations are paid in full.

October 14, 1991

Adopted College Council

June 7, 2006

Revised

October 14, 2015

Revised by College Executive Administration