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| **TITLE:** | **DELINQUENT ACCOUNTS POLICY** |
| **EFFECTIVE DATE:** | July 1, 2013 |
| **LAST REVISION:** | March 27, 2017          Policy No.   8.1005 |

## POLICY STATEMENT

This policy describes the guidelines and procedures involved in the processing of delinquent student accounts.

## SCOPE AND APPLICABILITY

This policy applies to delinquent student accounts at Baton Rouge Community College.

## POLICY PROVISIONS

### General Procedure/Policy

Tuition and fees are to be paid by the scheduled payment due date for each semester. Payment plans for the semester are available through E-Cashier in students LOLA account. Payments plans are due by the specified due dates and should be paid in full by the end of semester. If payment is not received by the due date or a payment plan set up, then the student's schedule will be dropped from the registration system. Students who have been identified as eligible for financial aid will not have their schedule dropped during this time. Invoices will be sent to third parties for tuition and fees of specified students.
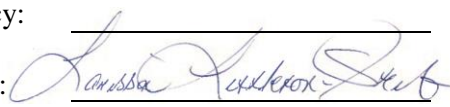
### Outstanding Balances

A term/semester review of the accounts receivable subsidiary ledger of all accounts will be conducted and notices will be sent to all account holders that have an outstanding balance at the end of the term/semester. Financial holds that prevent students from access to their records will be placed on the student's account. Two notices with a deadline payment date will be sent prior to the student account being forwarded to a collection agency. Amounts that are deemed to be uncollectible will be written off after all approvals have been obtained.

### Default Accounts

Students who are in default on obligations or for whom previous obligations have been written off as uncollectible shall not be admitted to the college or issued a transcript, without payment in full of any previous unpaid obligations.

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| Source of Policy: | Finance | Responsible Administrator: | VCFA |
| Related Policy: | | LCTCS Policy Reference: | #5.008 |
| | | LCTCS Guideline Reference: | N/A |
| Approved by: | | Date: | 03/27/2017 |
| Chancellor | Dr. Larissa Littleton-Steib | | |