

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Collection of Delinquent Accounts	<u>Number</u> 506
Related Policy:	Accounting – 6Hx20-5.001	<u>Page</u> Page 1 of 1

I. Purpose

To describe the basic collection procedures for delinquent student accounts.

II. Procedure

A. Prior to student accounts becoming delinquent, the College will:

1. provide a copy of the promissory note to the students; and
2. generate an automated notice twenty-one (21) days before the due date, informing the students that payment is required.

B. Once student accounts become delinquent, the College will issue those students a series of written notices concerning amounts owed to the College. These notices may include, but are not limited to:

1. an automated notice thirty (30) days after the due date stating the account is delinquent and student records have been placed on hold; and/or
2. an automated notice sixty (60) days after the due date stating the account is delinquent and student records are on hold; and/or
3. a pre-collection letter from the Student Accounting Coordinator ninety (90) days after the due date stating the delinquent account is being prepared for placement with a collection agency.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 02/21/2017

