

# PROCEDURE

<b>Subject</b>	Student Debts	<b>Number:</b> 5.11.01
<b>Source</b>	Office of Finance	<b>Reference (Rule #)</b> 6HX14-5.11
<b>President's Approval/Date:</b> 2/29/16		

## PURPOSE:

To establish procedures to ensure that financial obligations of enrolled students (credit or non-credit) are settled in a timely manner and to outline penalties for failure to do so.

## POLICY:

Students at the College should know and understand their responsibilities regarding the payment of financial obligations.

The following is a summary of those responsibilities:

1. A student is ultimately responsible for the payment of his/her tuition, fees, books, fines and any other expenses incurred while attending the College, irrespective of any financial assistance provided by parents, relatives or others.
2. A student may incur expenses such as tuition, fees, books, and other costs that are paid by a third party agreement, (e.g., Department of Vocational Rehabilitation). Those expenses must be authorized by the third party in advance of the student's enrolling at the College. If a student incurs charges not authorized by the third party, then those expenses will be the responsibility of the student.
3. A student who owes money to the College will be notified of the indebtedness by e-mail at the student e-mail address on file at the College and will have his/her academic and financial records placed in a hold status until the amount due is paid in full. If a student's record is placed on hold, the student will not be permitted to register for future classes (credit or non-credit), will not receive his/her grades, will not have his/her transcript released, and will not receive any diplomas or certificates he/she may otherwise be entitled until such debt is settled with the College. Failures to settle the debt during the term in which a student is currently enrolled will result in an administrative withdrawal for that term prior to a grade (or certificate of completion) being issued.
4. A veteran, who is eligible for VA education benefits, under provisions within the Florida Statutes, will be granted a 60 day deferment for tuition and fees. A VA student is entitled to this deferment only once during an academic year. Since the VA benefits are paid directly to the student, the student is responsible for payment of this deferment to the College.
5. A student is responsible for adhering to the College's requirement for the acceptance of personal checks and the returned check policy.
6. A student is responsible for having a valid mailing address on file with the College at all times.

## **PROCEDURE**

If a check is returned by the College's bank for non-payment, the following actions will occur:

1. If classes have not started, the student will be purged from his/her classes.
2. The student's file will be placed in a hold status.

If a student has had one personal check returned to the College by the bank due to non-payment (NSF, account closed, etc.), any subsequent payments to the College for tuition and fees, books and other expenses must be made by cash, cashier's check, money order, or credit card. Any unpaid check which has not been redeemed by the student is classified as a delinquent financial obligation and will be handled as described in #3 of the Policy for Student Debts above. NSF checks will be sent to the College's collection agency and/or attorney for collection. Should it be necessary to collect a student obligation through a collection agency or an attorney, the debtor will be responsible for paying all costs of collecting the obligation, including those of the collection agency and reasonable attorney fees whether collected by suit or otherwise.

All financial obligations owed to the College are to be paid when due. A delinquent student account is sufficient cause to prevent future registration for classes at the College, issuance of a diploma or certificate to which the student may otherwise be entitled, the release of transcripts to the student or a third party on the student's behalf, and the release of grades for current course work.

Deferments will be granted up to 60 days (30 days for Summer term) from the first day of classes, but not beyond 10 days before the end of the term to which the fees apply for those students who have applied, and been accepted for financial aid or as otherwise permitted by law. Deferments must be paid with the proceeds of the financial aid for which the deferment was granted at the time it is received. **All** deferments must be paid on or before the 61<sup>st</sup> day (31<sup>st</sup> day for Summer term) from the first day of classes in the term issued. The student is responsible for the payment of the deferment and will be subject to restrictions and collection practices associated with delinquent student accounts.

If a third party is paying for a student's tuition and fees through direct payment to the College, the student should take a letter of authorization signed by the third party to the Financial Aid Office. The College will not accept a letter of authorization that is contingent upon the student achieving a passing grade or completing the course. The third party agreement must be approved by the President of the College prior to its use as a payment method.

The College will attempt to collect delinquent obligations for a reasonable period of time to allow students an opportunity to settle those debts. After every avenue of collection has been pursued by the department involved, the business office and/or the accounting department, the matter shall be forwarded to the collection agency which has been selected by the Vice President of Business and Administrative Services and approved by the Board of Trustees to assist the College in the collection of past due accounts. Should the collection efforts be unsuccessful, the Vice President of Business and Administrative Services may contact the College attorney for the purpose of undertaking legal action in those instances where further action would be of economic benefit to the College.

Revised Date: 2/29/16