

LAKE-SUMTER STATE COLLEGE

BOARD RULE

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**TITLE:** Delinquent Accounts

**NUMBER:** 6.13

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**AUTHORITY:** Florida Statutes 1001.64 (41), 1010.03

**PAGE:** 1 of 1

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**HISTORY:** New – 10/15/80

Amended – 6/20/84, 11/20/90, 6/19/96, 1/20/09

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**DATE ADOPTED:**

1/20/09

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**REFERS TO PROCEDURE NUMBER:**

PRO 6-20

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1. The President shall establish procedures necessary to exert every lawful and reasonable effort to collect amounts owed the college which have become delinquent, as defined in such procedures. In this endeavor, when deemed advisable, the President or designee is authorized to:
  - a. Cancel registration of students, prior to the start of the classes, for effective non-payment of fees and delinquent accounts;
  - b. Cancel registration of students for payment of fees with checks or credit cards which are subsequently returned unpaid, or for which credit is reversed, by the bank;
  - c. Prevent future registration, issuance of grades and issuance of transcripts until all financial obligations to the College are satisfied.
  - d. Deduct from employees' wages delinquent amounts owed the College;
  - e. Employ the services of a collection agency;
  - f. Employ legal remedies or any other necessary action as permitted by Florida Statutes.
2. In an effort to discourage delinquencies, the President, or designee, is further authorized to charge a service fee on checks returned by the bank, late payment fees and interest on delinquent accounts, in amount adopted by the District Board and authorized by Florida Statutes. Collection expenses incurred by the College may also be charged on delinquent accounts where provision has been made to do so.
3. Delinquent accounts which are judged by the President, or designee, to be uncollectible per established procedures, or which are at least two years delinquent, shall be expensed and written off in accordance with generally accepted accounting principles. Such write-off shall be made upon approval of the District Board, except delinquent accounts of \$25 or less which may be written off without Board approval when they become one year past due and the cost of further collection efforts would not be justified.