
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

TITLE: ACCOUNTS RECEIVABLE PROCEDURES

NUMBER: PRO 6-17

REFERENCE: State Board of Education
Administrative Rule 6A-14.054

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I. PURPOSE

To establish procedures for the billing of fees and collecting of accounts receivable.

II. RESPONSIBILITY

The billing and collection of accounts receivable is under the general supervision of the Executive Vice President, specific responsibility of the Controller, Financial Services and duties assigned to the Bursar.

III. BACKGROUND

Veterans and other eligible students receiving benefits under law, rules or policy shall be entitled to one 60-day deferment in payment of fees in each academic year, and an additional deferment each time there is a delay in receipt of their benefits.

When the College has a written promise of payment from an approved business, industry, supplies may be deferred up to 60 days but not beyond ten days before the end of the term.

The President or designee may grant permission to groups desiring to rent College facilities, and shall be responsible for the completion of appropriate contract forms and for collecting and properly accounting for rental fees. Building facilities may be utilized as outlined in PRO 7-01.

IV. PROCEDURES

Student Fees

- a. All registration fees are payable by the published due date. Students are expected to pay all outstanding balances promptly upon being billed. Follow-up notices are sent at 30, 60, and 90 days from the original billing date to students with any unpaid balances. Invoices over 90 days are reviewed by the Bursar, and placed on a list to submit to the collection agency. This list is reviewed by Financial Aid before submission to determine if the student may be eligible for financial aid. If other means of collecting the obligation are not established (i.e. financial aid, payment plan) the list is sent to the collection agency.

- b. When College personnel have exhausted all means of collecting an unpaid balance due the College, the services of a collection agency shall be contracted for collection purposes. Credit bureaus also may be notified of overdue accounts. The student will responsible for additional collection charges of thirty percent (30%) on all delinquent accounts referred to collection agent.
- c. Any student with an outstanding balance due the College shall have a hold placed on the student's permanent file. This hold shall be used to prevent official transcripts from being distributed to the student and/or other parties requesting such information. The student shall not be permitted to register until any and all past obligations are paid.
- d. Agencies approved for deferment of fees shall be billed by Financial Services in a timely manner. Employees (students) of an agency in payment default, shall be subject to the procedures in (b) above. Ultimately, the student shall be held accountable for any outstanding obligation.
- e. Users of College facilities shall be required to pay user fees as outlined in PR0-7.01. Request Form for Use of Building Facilities shall be submitted to the Facilities Department for scheduling and identification of fees due; then forward to the Bursar for any required billing. Commercial organizations shall make payments for such rentals in advance.
- f. Write-off of uncollectible accounts shall be recommended to the Board of Trustees after all efforts to collect the overdue accounts have been exhausted.

New: 01/15/1998

Revised: 11/2006, 05/26/2009