

West Virginia Northern Community College

DEBT COLLECTION

Date Approved by President: March 24, 2005

Date Approved by Chancellor:

Date Approved by WVNCC Board of Governors: March 24, 2005

Authority Reference: West Virginia Code Sections 18B-1-6, 18B-10-1, 18B-10-8; Federal Perkins Loan Program, Section 6, Due Diligence; Fair Debt Collection Practices Act, 15 U.S.C. 1602 et. seq.

Replaces previous policy dated: WVNCC Policy No. 4.3.7, effective September 25, 2003; WVNCC Policy No. 4.3.7, effective December 15, 1999

Rule: West Virginia Northern Community College will be due diligent in collecting any funds (tuition, fees, loans, service or rental/leasing agreements) owed it. The College will collect tuition and fees consistent with the West Virginia Code and WVNCC Board of Governors rule, "Tuition and Fees-Assessment, Payment, and Refunds" assuring that fees are paid prior to the beginning of classes or arrangements made for payment per the exceptions in that rule. When payment for classes is not made or appropriate arrangements made, then registration will be cancelled.

Until balances are paid or arrangements to pay are made, a "hold" is placed on the account and the ability to receive reports, access services, register for additional classes, or use facilities may be withheld. Holds remain on accounts until paid in full.

Students will be made aware of payments and payment due dates through publications easily available to them, through invoices provided for all services with due dates noted, and through publication of rules regarding consequences of non-payment in schedules and catalog. Further, students who participate in College endorsed payment plans will be notified at least ten days prior to cancellation of registration if payments are not made according to payment schedule agreement.

For students leaving the College (graduation, withdrawal), particularly recipients of Federal Perkins Loans and National Direct Student Loans, exit interviews will be

conducted to explain the personal responsibility and liability for repaying any outstanding College balances and/or loans.

The College may refer to a College-designated third party agency or an approved contracted collection agency any invoices outstanding 30 days after the "third and final notice" which is given when an invoice is outstanding at 90 days.

Each July, the Business Office, in accordance with West Virginia Code § 14-1-18, will formally request permission to remove account balances from the accounts receivable ledger for accounts with balances five years or older. These accounts will be maintained for history purposes in Banner system or A/R system and coded as turned over to "State of WV" for collection.