



Policies and Procedures

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Accounts Receivable Policy

PURPOSE:

To state the policy of River Parishes Community College (RPCC) governing the extension of credit to individuals and the collection of funds owed to the College. Business Office Procedure Number 5 details the Accounts Receivable procedures.

Statutory Reference:

This policy for accounts receivable for River Parishes Community College is subject to Act 904 of the 2001 Regular Session, Louisiana Register Volume 28, Number 11, Title 4, Part XIII, Chapter 1, Sections 101-111 and LCTCS Policy # II.2.008.

Accounts receivable represent the unpaid amounts from various types of transactions including but not limited to: student tuition and fees, miscellaneous student accounts, returned checks and billings for activity conducted for grants/contracts.

General Procedure/Policy:

Tuition and fees are to be paid by the scheduled payment due date for each semester. Partial payments are allowed through E-Cashier (CashNet-HigherOne). Even if partial payments are made, the entire amount due must be paid before the due date. If payment is not received by the due date, then the students schedule will be purged. Students with financial aid will not have their schedule purged during this time. Invoices will be sent to third parties for tuition and fees of specified students.

Activity related to grants and /or contracts will be billed according to the terms of the contract.

Outstanding Balances

A monthly review of the accounts receivable subsidiary ledger of all accounts will be made and notices will be sent to all account holders that have an outstanding balance that is over 30 days overdue. For those accounts that have an outstanding balance that is over 31- 60 days overdue, they will be contacted via email regarding their past due amounts. Amounts that are over 120 days overdue may be turned over to The Office of Debt Recovery for collection. Amounts that are deemed to be uncollectible will be written off after all approvals have been obtained.

Default

Failure to respond to demands for payment made by RPCC may result in such debts being transferred to the Louisiana Office of Debt Recovery or other outside collection agency for collection. Upon transmittal for

collection, the student is responsible for collection/attorney's fees in the amount of twenty-five percent (25%) of the unpaid debt, and all applicable court costs. In addition, students shall not be admitted to the college, or be issued a transcript, without payment in full of any previous unpaid obligations or without documentation of a payment plan approved by the College's Chief Financial Officer. Payment arrangements shall not extend beyond the semester they are admitted.

In such circumstances, the financial hold may be temporarily lifted to allow registration, acceptance of payment, or be designated as a third-party payee contract for the specific class/course only. All other account activity or access shall remain restricted, as per the original hold process, until such time the outstanding debt to the college(s) has been resolved.

Financial holds may be overridden to release a transcript when one of the following conditions is met:

1. The outstanding debt is paid in full to the college; or,
2. Once the debt has been turned over to either the Attorney General's Office or Office of Debt Recovery, the college confirms a payment plan with the AG or ODR has been established; and the college obtains a promissory note from the debtor memorializing the debt to support litigation should the debtor default on payment.