MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3140

PROCEDURE TITLE: Student Accounts Receivable

STATUTORY REFERENCE: Section 1010.03, Florida Statutes

BASED ON POLICY: III-I College Business Affairs

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: July 29, 2024

LAST REVIEW DATE: July 29, 2024

I. PURPOSE

To provide a process for an orderly and accurate record of funds owed to the College and the collection of these funds.

II. PROCEDURE

A. The Enterprise Resource Planning ("ERP") System automatically creates student accounts receivable records from registration activity and generates a Student Fee Invoice for all students that are accessible through the student portal.

B. The ERP system automatically records or adjusts student's accounts receivables according to registration activity, adjustments to financial aid due upon eligibility, student payments, student sponsorship from third-party agencies, and course fees or special fees. All the transactions are reflected on the Student Fee Invoice.

C. Each term students must accept the [student financial obligations agreement](#) that discloses the financial terms and conditions after a student's registration.

D. Prior to the tuition due date each term, electronic communications are generated and sent to the students providing the tuition due date. These communications are generated periodically.

E. All unpaid enrollments may be dropped after the tuition due date.

F. Billing notices are generated monthly for all students with prior term past due balances in the student accounts including the description of the charges, the amount owed, and the term in which the debt occurred.

G. A hold will be placed on the student's record in the Student Information System (SIS) when the student owes more than $200 in outstanding debt, which will not allow the student to enroll in classes.

H. After conducting due diligence efforts, all outstanding receivables may be referred to a collection agency.

I. A notation of the collection agency referral is made under the student receivables category in the Student Information System.

	07/29/2024
PRESIDENT	**DATE**