

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3140.1

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PROCEDURE TITLE: Student Accounts Receivable

STATUTORY REFERENCE: FLORIDA STATUTE 1010.03

BASED ON POLICY: III-1 College Business Affairs

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: October 11, 2005


LAST REVIEW DATE: October 11, 2005

I. PURPOSE

To provide an orderly and accurate record of funds owed to the college, and the collection of these funds.

II. PROCEDURE

- A. The accounting system automatically creates student accounts receivable records from registration activity, adjustments to financial aid eligibility, and student sponsorship from third party agencies. The system also generates billings accordingly.
- B. Departments within the College shall provide the Student Financial Services Department with information regarding organizations and persons who are indebted to the College. The Student Financial Services Department will record as accounts receivable the amounts owed to the College and bill accordingly.
- C. Request for payment of past due balances will be periodically sent to students, organizations, and persons owing funds to the College.
- D. Debts remaining unpaid after all internal collections efforts are exhausted will be referred to a collection agency.

	10/11/05
PRESIDENT	DATE