

SUBJECT: Accounts Receivable Collection Procedure/Allowance for Doubtful
Accounts
Number: 609
Issued by: Vice Chancellor for Finance
Date: January 1, 2004

RETURNED CHECKS

1. A certified letter is written to the individual for payment of check and fine upon receipt of returned check.
2. If the debt is not paid within fifteen days, a hold is placed upon the student's records (if individual is a student) and a second letter is sent.
3. If the debt is still not paid after another fifteen days (a total of thirty days), the debt may be turned over to the Beaufort County Magistrate for prosecution and collection.
4. Any debts not paid within one year will be written off as uncollectable.

LIBRARY FINES

1. If the amount owed is over \$ 25.00, a hold will be placed on the student's records if the bill is not paid within 30 days of being placed on accounts receivable, and a letter will be sent to the student by the Library.
2. If the debt is not paid within one year, it will be written off as uncollectable.

DEFERRED TUITION PAYMENTS (NOTES)

1. If payment is not received within thirty days of the due date, letter and phone calls will be made to the student to attempt collection.
2. If the entire debt is not paid by the pre-registration period for the next semester, a hold will be placed on the student's records and registration, and an additional letter will be sent.
3. The student will not be allowed to register for any subsequent semester until the delinquent tuition is paid in full.
4. If the tuition is not paid by the end of the semester, and the student received grades for the semester, the Business Office may turn the debt over to the Beaufort County Magistrate for prosecution and collection.
5. If the student withdrew for the semester, but still owes the University tuition, the Business Office will turn the debt over to a collection agency for prosecution after the end of the semester.
6. Any debts not paid within one year will be written off as uncollectable with records held until payment is received.

WRITE-OFFS / ALLOWANCE FOR DOUBTFUL ACCOUNTS

An allowance account for doubtful accounts is set up and expensed on an annual basis. All outstanding receivables as of June 1 are reviewed by the Business Manager and by the Vice Chancellor for Finance. Based on current collective efforts and historical data, a realistic projection of anticipated uncollectables is made. The Allowance for Doubtful

Accounts is established based on these projections.