

## Florida SouthWestern State College District Board of Trustees Agenda Item Summary

Meeting Date: 11/14/2017

1. **Title:** Approval of an Amendment to District Board of Trustees Policy 6Hx6:4.10 (Delinquent Accounts)
2. **Action Requested/Purpose:** Approval of amended Policy
3. **Fiscal Impact:** ☐ Yes ☒ No ☐ N/A
4. **Funding Source:** N/A      Amount: \$
5. **Administration Recommendation:** Approval

**6. Agenda Item Type:**

- ☒ Action Item  
☐ Consent Agenda  
☐ Information Only  
☐ Board Requested Information/Report

**7. Requirement/Purpose (Include Citation)**

- ☒ Statute Florida Statute 1010.03  
☐ Administrative Code  
☐ Other

8. **Background Information:** Florida Statute 1010.03 authorizes the Board of Trustees to adopt policies governing the collection of delinquent accounts, charge of delinquent accounts, employment of collection agencies and institutional holds on student accounts. Pursuant to this statute the Board of Trustees adopted Policy 6Hx6:4.10. Administration is proposing an amendment to Policy 6Hx6:4.10 as shown on the attached. The amendment would include defining the term account "hold," granting the Vice President, Administrative Services the authority to settle and compromise delinquent accounts when such actions are in the best interest of the College, and authorizing the Vice President, Administrative Services to charge off small balances of less than \$100.

**Requested by:**
  
 General Counsel

**Funding Verified by:**
  
 Vice President, Administrative Services

**Approved for Agenda by:**
  
 President

## District Board of Trustees Policy (BOT)



**Policy Title:** Delinquent Accounts

**Policy Number:** 6Hx6:4.10

**Specific Authority:**

Florida Statute 1010.03

Florida Administrative Code

**Policy Approved:** 4/23/92; 11/25/97; 10/23/01; 08/23/05; 8/18/09; 4/27/10

**Policy:**

1. The ~~District~~ President or designee ~~shall~~ may take such action necessary to enforce the collection of or otherwise settle delinquent accounts including, but not limited to, turning over delinquent accounts to a college-approved collection agency. Any expense incurred in enforcing the collection of a delinquent account may be recovered from the debtor to the extent permitted by law.

~~4.2.~~ The College will pursue delinquent accounts as follows:

- a. A delinquent account is defined as an account with any amount owed to the college which remains unpaid past the due date established by the college.
- b. The College may employ the services of one or more collection agencies in the collection of delinquent accounts.
- c. Students with delinquent accounts having a balance greater than \$100.00 ~~shall not be permitted to register and shall have a "hold" placed on their records restricting the release of transcripts, awarding of diplomas, and access to other resources and services of the College. will have a hold placed on their accounts and may not be allowed to register, receive transcripts, or receive a diploma.~~ The account "hold" will remain until the debt is paid, settled, or otherwise resolved. If the student account is charged off pursuant to Paragraph 6 below, the "hold" will continue in force until the indebtedness is paid, settled, or otherwise resolved.
- d. The Vice President, Administrative Services is authorized to settle and

compromise uncollected accounts not exceeding \$10,000.00, in such circumstances where the Vice President, Administrative Services determines that settlement is in the best interest of the College.

- e. Delinquent accounts with a past due balance of one hundred dollars \$100.00 or less may be charged off as uncollectible when the Vice President, Administrative Services determines it to be in the best interest of the College. ~~it becomes 6 months past due and the cost of further collection effort or assignment to a collection agent would not be warranted.~~
- f. Any delinquent accounts that remain uncollected after two years will be ~~analyzed and if determined to be uncollectible,~~ may will be charged off upon approval of the District Board of Trustees.
- g. Upon the death of a ~~currently enrolled~~ Florida SouthWestern State College student who has an outstanding delinquent account, the debt will be cancelled by the College upon confirmation of the death of the student by the District Vice President, Administrative Services's ~~designee.~~



## District Board of Trustees Policy (BOT)



**Policy Title:** Delinquent Accounts

**Policy Number:** 6Hx6:4.10

**Specific Authority:**

Florida Statute 1010.03

Florida Administrative Code

**Policy Approved:** 4/23/92; 11/25/97; 10/23/01; 08/23/05; 8/18/09; 4/27/10

---

**Policy:**

1. The President or designee may take such action necessary to enforce the collection of or otherwise settle delinquent accounts including, but not limited to, turning over delinquent accounts to a college-approved collection agency. Any expense incurred in enforcing the collection of a delinquent account may be recovered from the debtor to the extent permitted by law.
2. The College will pursue delinquent accounts as follows:
  - a. A delinquent account is defined as an account with any amount owed to the College which remains unpaid past the due date established by the College.
  - b. The College may employ the services of one or more collection agencies in the collection of delinquent accounts.
  - c. Students with a delinquent accounts balance of any amount shall not be permitted to register and shall have a "hold" placed on their records restricting the release of transcripts, awarding of diplomas, and access to other resources and services of the College. The account "hold" will remain until the debt is paid, settled, or otherwise resolved. If the student account is charged off pursuant to Paragraph 6 below, the "hold" will continue in force until the indebtedness is paid, settled, or otherwise resolved.
  - d. The Vice President, Administrative Services is authorized to settle and compromise uncollected accounts not exceeding \$10,000.00, in such

circumstances where the Vice President, Administrative Services determines that settlement is in the best interest of the College.

- e. Delinquent accounts with a past due balance of one hundred dollars \$100.00 or less may be charged off as uncollectible when the Vice President, Administrative Services or the or the Vice President's designee determines it to be in the best interest of the College.
- f. Any delinquent accounts that remain uncollected after two years, may be charged off upon approval of the District Board of Trustees.
- g. Upon the death of a Florida SouthWestern State College student who has an outstanding delinquent account, the debt will be cancelled by the College upon confirmation of the death of the student by the Vice President, Administrative Services or the Vice President's designee.