

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; 12/7/17

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 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. 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 of Operations/CFO is authorized to settle and compromise uncollected accounts not exceeding \$10,000.00, in such circumstances where the Vice President of Operations/CFO 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 of Operations/CFO 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 of Operations/CFO.