



# Policies and Procedures

---

Document Number: **PS-BO7**  
Title/Topic: **Accounts Receivable Policy**  
Effective Date: **8/24/03**  
**Revised** **9/08/09**  
**Revised** **5/13/11**  
**Revised** **8/22/12**

## Accounts Receivable Policy

### **PURPOSE:**

To state the policy of River Parishes Community College (RPCC) governing the extension of credit to individuals and the collection of funds owed to the College. Business Office Procedure Number 5 details the Accounts Receivable procedures.

### **Statutory Reference:**

This policy for accounts receivable for River Parishes Community College is subject to Act 904 of the 2001 Regular Session, Louisiana Register Volume 28, Number 11, Title 4, Part XIII, Chapter 1, Sections 101-111 and LCTCS Policy # II.2.008.

Accounts receivable represent the unpaid amounts from various types of transactions including but not limited to: student tuition and fees, miscellaneous student accounts, returned checks and billings for activity conducted for grants/contracts.

### **General Procedure/Policy:**

Tuition and fees are to be paid by the scheduled payment due date for each semester. Partial payments are allowed through E-Cashier (CashNet-HigherOne). Even if partial payments are made, the entire amount due must be paid before the due date. If payment is not received by the due date, then the students schedule will be purged. Students with financial aid will not have their schedule purged during this time. Invoices will be sent to third parties for tuition and fees of specified students.

Activity related to grants and /or contracts will be billed according to the terms of the contract.

### **Outstanding Balances**

A monthly review of the accounts receivable subsidiary ledger of all accounts will be made and notices will be sent to all account holders that have an outstanding balance that is over 30 days overdue. For those accounts that have an outstanding balance that is over 31- 60 days overdue, they will be contacted via email regarding their past due amounts. Amounts that are over 120 days overdue may be turned over to The Office of Debt Recovery for collection. Amounts that are deemed to be uncollectible will be written off after all approvals have been obtained.

### **Default**

Students who are in default on obligations or for whom previous obligations have been written off as uncollectible shall not be admitted to the college, or be issued a transcript, without payment in full of any previous unpaid obligations or without documentation of a payment plan approved by the College's chief financial officer. Payment arrangements shall not extend beyond the semester they are admitted.