

Policy Manual



Title: Collection of Funds Owed to the College	Number: 6Hx2-6.16
Legal Authority: Fla. Statutes 240.365, 832.07, 832.08, 1010.03, 1001.64(24) Fla. St. Bd. of Ed. Admin. Rules 6A-14.078	Page: 1 of 2

GENERAL STATEMENT

In accordance with Florida Statutes 832.07, 832.08, and 1010.03, and 1001.64, the Board of Trustees shall exert every effort to collect all current and delinquent accounts, may charge off or settle accounts that prove uncollectible, and may employ the services of a collection agency. The Board of Trustees reserves the right to adopt rules policies and procedures necessary to assist in the collection of current and delinquent accounts including set off procedures, payroll deductions, restrictions on the release of transcripts, awarding of diplomas, and access to other resources and services of the College.

The President shall establish effective procedures to collect and account for all funds owed to the College (debt).

The President is authorized to employ the services of a collection agency when deemed advisable in collecting delinquent accounts.

The Board shall exert effort to collect all delinquent accounts. Delinquent accounts of \$10.00 or less may be charged off by the Board after the account has been delinquent for one year. Delinquent accounts of more than \$10.00 shall be analyzed after being delinquent two years, and those determined by the Board to be uncollectible shall be charged off.

THE POLICY and THE STUDENT

Student debt due to the College shall be communicated to the student. If student debt is not paid by the due date the student shall be subject to additional collection efforts and a block shall be placed on the student's record until the indebtedness is paid. The student will be unable to enroll in future sessions and shall not receive official transcripts, diplomas, or certificates.

THE POLICY and THE FACULTY AND STAFF

Broward College reserves the right to deduct balances owed to the College by employees via payroll deductions. Any debts outstanding at the time of termination will be communicated to the employee, Human Resources and the Payroll Department and will be deducted in full from the employee's last paycheck. When the final paycheck is not sufficient to cover the amount due to the College, the balance shall be billed and if the debt is not paid by the due date, the debt will be subject to additional collection efforts.

IMPLEMENTATION and OVERSIGHT

The President or his/her designated representative is authorized to establish the necessary procedures for efficient and effective control of the administration of the collection of funds policy. The Chief Financial Officer has responsibility for the implementation and oversight of the policy.

VIOLATION OF POLICY

History: Issued as Policy 6.26 (*Delinquent Accounts*); reissued and re-titled on September 21, 1982; revised on December 16, 1986; revised on March 19, 1991; revised on August 18, 1992; revised on March 15, 1995; revised and re-numbered on June 18, 1997

Approved by the Board of Trustees 06/18/97	Date 06/18/97	President's Signature 06/18/97	Date 06/18/97
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Employees who are not making satisfactory progress towards the payment of outstanding debt to the College may be subject to disciplinary action, up to and including termination.

Violations of this policy shall be investigated by the Chief Financial Officer with assistance from the Vice President for Human Resources and Equity to determine the appropriate course of disciplinary action, up to and including termination.

[Link to Procedure A6Hx2-6.16](#)

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