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BROWARD COLLEGE

Define yourself.

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: March 31, 2009

Place: Regular Meeting of the Board of Trustees
Broward College
North Campus - Bldg. 46/Room 152
1000 Coconut Creek Boulevard
Coconut Creek, Florida

Subject: Agenda Item V - D -1- Write Off Student Debt (Deceased)

Brief Description:

Requesting approval to discharge two deceased students' debt.

Benefit to BC:

Reduce the College's outstanding receivable debt.

Relationship to College Master Plan:

Goal 1 – Administrative decisions that are student centered.

RECOMMEND APPROVAL

Board Agenda Approved: _____
Date: _____

Agenda Item V-D
Enclosure 1

**BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

To: J. David Armstrong Jr., President
From: William D. Pennell, Chief Financial Officer

Date February 26, 2009

Subject: Deceased Student Debt Write-Off

Issue: Reduction of outstanding student receivable

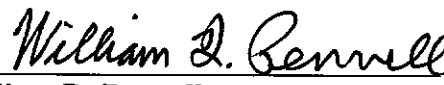
Background/Analysis:

Attached is a list of students who are deceased and whose debt should be removed from college records. A copy of the death certificate is on file.

Fiscal Impact:

The College's outstanding student receivable debt is being reduced by \$541.66


April Townsend Carpenter
AVP, Student Business Services


William D. Pennell
Chief Financial Officer

Staff Position: Staff recommends approval

THIS RECOMMENDED ACTION MEETS THE FOLLOWING ELEMENT(S) OF THE COLLEGE'S MISSION STATEMENT:

- | | |
|---|---|
| <input type="checkbox"/> Providing high quality educational programs | <input checked="" type="checkbox"/> Providing high quality services |
| <input type="checkbox"/> Providing for affordability to a diverse community of learners | <input type="checkbox"/> Providing for accessibility to a diverse community of learners |
| <input type="checkbox"/> Commitment to student achievement | <input type="checkbox"/> Commitment to lifelong learning |
| <input type="checkbox"/> Commitment to academic excellence | <input type="checkbox"/> Providing use of current technology |

BRIEFLY DESCRIBE HOW THIS RECOMMENDATION ACHIEVES THE ABOVE ELEMENT(S) IN THE COLLEGE'S MISSION STATEMENT:

Provide timely service to student by updating their account balance information based upon official documentation received by the college

Minority Firm: Yes ___ No ___ N/A X

Broward Firm: Yes ___ No ___ N/A X



Deceased Students Debt as of February 26, 2009

Student Name	Date of Death	Debt Amount	Description
Jana Bradley	October 1, 2008	97.66	Financial Aid Books
Jana Bradley	October 1, 2008	444.00	Financial Aid Overpayment
		\$541.66	

AGENDA ITEM V - D

MAR 31 2009

ENCLOSURE 1