



Policy Manual

Title: Collection of Funds Owed to the College	Number: 6Hx2-6.16
Legal Authority: Fla. Statutes 832.07, 832.08, 1010.03, 1001.64(24)	Page: 1 of 2

GENERAL STATEMENT

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. Collection fees apply and must be paid by the party that incurred the debt. The Board of Trustees reserves the right to adopt 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 POLICY AND THE STUDENT

Student debt due to the College shall be communicated to the student and paid in full by the student. If student debt is not paid by the due date the student shall be subject to additional collection efforts. The student may pay prior term and prior year debt with future term federal student aid by providing authorization to use their next term financial aid funds to pay the debt in full for current year debt (provided the student has sufficient aid) or up to a maximum of \$200 for prior year debt. Prior year debt in excess of \$200 must be paid by the student directly. Blocks may be placed on the student's record in the form of holds until the debt is paid in full. These holds can prevent registration and the release of official transcripts, diplomas, or certificates.

Students are responsible for the payment of all fees associated with the collection of a debt.

THE POLICY AND THE FACULTY AND STAFF

Broward College reserves the right to deduct balances owed to the College by employees via payroll deductions upon approval by the President or his/her designee and as permitted by law. Any debts outstanding at the time of termination will be communicated to the employee and payment arrangements will be made accordingly. If after termination, a balance still remains, 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.

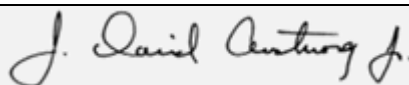
IMPLEMENTATION AND OVERSIGHT

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 and/or the Senior Vice President for Administrative Services has responsibility for the implementation and oversight of the policy.

VIOLATION OF POLICY

Students who authorize the College to pay their debt with future financial aid funds and then change their authorization may incur additional debt and may jeopardize their ability to remain an enrolled student. The College reserves the right to withdraw the student from all courses at the point any changes to the agreement to pay are made.

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.

History: Issued as Policy 6.26 (Delinquent Accounts); re-issued 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; revised February 24, 2009; revised on January 22, 2013			
Approved by the Board of Trustees	Date 01/22/2013	President's Signature 	Date 01/22/2013



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

DEFINITIONS

Prior Year Debt – debt incurred in the prior academic year.

Prior Term Debt – debt incurred in the prior academic term within the same academic year.

Holds – official blocks placed on the student’s record that prevents an action from occurring relative to the student’s educational persistence and/or documentation of enrollment and completion.

Delinquent Accounts – accounts 90 days or older that have not been paid.

History: Issued as Policy 6.26 (Delinquent Accounts); re-issued 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; revised February 24, 2009; revised on January 22, 2013

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