

Delinquent Accounts Policy

Purpose	To guide the College staff on how to deal with overdue accounts.
Policy	The College will attempt to collect all overdue accounts.
Applies to	All College employees involved in the billing process.
Procedures	<ol style="list-style-type: none">Reporting of Delinquent Accounts. Financial Services will provide the Registrar's Office, Continuing Education, and the Bookstore with a list of accounts which are overdue so that they can take steps to ensure uncertain accounts don't increase. Once an account is 120 days overdue, it will be added to a list of Delinquent Accounts. If an agency or customer is on the Delinquent Account list, the College should not provide credit to that customer until they have paid their outstanding balances. When a payment is made on the overdue account, the College must allow 10 working days to ensure a customer's cheque clears the bank. The cheque must clear the bank before further credit will be granted. Accounts more than 120 days overdue should be sent to collections.Student Tuition Fees or Books and Supplies. Student's NSF amounts and overdue outstanding fees deemed uncollectible by the Registrar's Office will also be sent to collections through Financial Services.Native Bands. Native Bands who have accounts more than 90 days overdue should be sent to the First Nations Co-ordinator, who will try to collect the amount directly from the Band. If the account is still outstanding after

120 days, no further credit can be given to the delinquent band.

References: Fee Deferral Policy.

Replaces: Delinquent Fee Payers, Policy #2.2.1.2

1. Policy Sponsor: Director, Financial Services

2. Approvals:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

3. Amendments:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

4. Review Date: