DIN:  7050-1-01  
Title of Policy:  Accounts Receivable Policy  

Policy  
It is the policy of Northwest Technical College to make every effort to collect all tuition, fees, and other charges in a timely manner. The College has in place written procedures for handling the collection of delinquent funds to the College.

Within the prescribed procedures, Northwest Technical College retains the right to turn any or all delinquent accounts over to a collection agency when the College deems it necessary to do so. Any additional costs to collect delinquent accounts are passed on to the customer. In addition, the College reserves the right to cancel and/or disallow registration to any individual who has a delinquent account with the College. An account shall be considered delinquent if it is not paid by the due date as defined in the accounts receivable procedure (7050-3-01).

Purpose  
To ensure collection of receivables.

Responsibility  
The table below describes responsibilities for this policy:

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>Ensure implementation of policy and procedure to college receivables. Determine disposition of delinquent accounts. Identify and place registration holds for learners with delinquent accounts.</td>
</tr>
</tbody>
</table>

Supporting References  
Listed below are college document(s) that support this policy:

7050-3-01 Accounts Receivable procedure

Compliance References:  
Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).