

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:

Group/Individual	Responsibility
Business Manager	Ensure implementation of policy and procedure to college receivables. Determine disposition of delinquent accounts. Identify and place registration holds for learners with delinquent accounts.

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).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 12:37 PM	
Document Number:7050-1-01	Rev.	Page 1 of 1	Level #1	
Title: Accounts Receivable Policy			Implementation Date:	
Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook: <input type="checkbox"/>		