

Accounts Receivable

1. Student Receivables

Student receivables include tuition, fees and housing for the current and prior fiscal years. The student receivable for tuition, fees and housing is semester specific. Bills for collection of tuition, fees and housing are mailed by the Student Accounts Office 15-20 days prior to a due date.

2. Third Party Receivables

Third party receivables include tuition, fees and housing for approved students for the current fiscal year and is semester specific. Third party receivable is established when charges are transferred from a student's receivable to a third party receivable. Third party vendors are typically state agencies (Texas Rehabilitation Services, Texas Department of Transportation, etc.), employers (Raytheon E-Systems), or Job Training and Placement Act service providers. Collection of Third party receivable occurs during the semester the charges are incurred or the semester just following.

3. Institutional Loans

Loan receivables include tuition loans and emergency loans for the current and prior fiscal years. A promissory note is required for each loan. Contact information, including an alternate contact and address, is required for borrowers. The receivable for loans is semester specific.

The maximum amount granted for tuition loan amount per student may not be less (or greater) than an amount equal to the tuition and fees required for the courses in which the student is actually enrolled for a specific semester.

Short-term emergency loans are issued to cover expenses of a personal nature such as textbooks. Maximum amounts for emergency loans are set each term by the Student Accounts Manager.

4. Collection Process

The procedure for collection of student receivables (accounts and loans) is as follows:

Late notices (bills or letters) should be mailed 30 days after the due date.

Past-due notices should be mailed 60 days after the due date.

Final notices should be mailed 90 days after the due date.

Uncollected loans are referred to a collection agency 120 days after the due date.

4. Returned checks

Returned Check receivables includes checks payable to the university that have been returned for insufficient funds, stopped payment, etc.

The procedure for collection of returned checks is as follows:

A first letter is sent to notify the individual of the returned check and service charge.

A second letter of notification shall be mailed approximately 10 days later.

A certified third letter shall be sent notifying the individual of the intent to turn the check over to the county attorney.

After 10 days of no response and as soon as feasible thereafter, the check shall be prepared within county attorney guidelines and turned over to the county attorney for collection and prosecution.

A returned check turned over to the county attorney is removed from the returned check receivable and posted to a bad debt account.

6. Registration/Transcript Holds

A student with a past due balance may be restricted from university privileges. A delinquent balance may prevent a student from registering for additional terms and a certified transcript may be withheld until a student's debt has been cleared.