

## ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT

January 14, 2020

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***ACTION:***                                    **Approve Revisions to Board Policy 6008; Collection of Delinquent Debts; Writing Off Bad Debts and Board Policy 6022; Income; Systemwide Fees; Individual College Fees and Deletion of Board Policy 6009; Withholding Registration, Transcripts and Diplomas from Students Owing Debts and Board Policy 6020; Student Tuition/Fee Deferment**

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Policy 6008 is proposed for revision in line with the new System Student Account Guidelines. In addition, Policy 6009 on withholding registration, transcripts and diplomas due to outstanding debt and Policy 6020 on Student Payment Plans are being blended into Policy 6008 with proposed revisions.

Finally, Policy 6022 on Student Fees has revisions to include a consistent Late Payment Fee at all three Colleges, as well as a consistent Reinstatement Fee. These changes are also in line with the new Student Account Guidelines.

These proposed changes are the result of the Board's and the Chancellor's request to make student account practices more consistent. Such changes will assist students who are taking classes from more than one of our Colleges. Also, the time it takes to write-off charges on student accounts has been decreased significantly, with a goal to continue to look for ways to shorten that timeline.

The System Office recommends approval of the Revisions to Board Policies 6008 and 6022 and Deletion of Board Policies 6009 and 6020.

**ATTACHMENTS:**

- Revisions to Board Policy 6008 (PDF)
- Revisions to Board Policy 6022 (PDF)
- Delete Board Policy 6009 (PDF)
- Delete Board Policy 6020 (PDF)

# FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 6008

**Collection of Delinquent Debts;**  
**Writing Off Bad Debts Student Debt;**  
**Payment Plans**

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## BOARD POLICY

### COLLECTION OF DELINQUENT DEBTS

At the end of each semester, the College will make collection efforts internally and then through a collection agency contracted by the System in accordance with System Student Account Guidelines.

The President of each College is granted the authority to file suit for the collection of delinquent accounts, on behalf of the Board of Trustees, after appropriate preliminary steps have been taken to collect on those accounts.

### WRITING OFF BAD DEBTS

At the end of each fiscal year, and no later than September 30, each College shall prepare a listing of uncollectible accounts for write-off and present such listing to the Board of Trustees, requesting authorization to write off the identified bad debts, which shall be approved in writing by the Vice President for Administration and Finance (VPAF). Additional write-offs may be made during the year with the written approval of the VPAF and in accordance with System Student Account Guidelines.

~~When submitting the uncollectible accounts, each College will verify that all bad debts on the list are over two (2) years old and that the following collection efforts have been performed for any bad debt exceeding one hundred dollars (\$100):~~

- ~~1. Letter/telephone call/personal visit with debtor; and~~
- ~~2. Identified accounts have been placed in the hands of qualified collection agencies.~~

~~Information to be provided to the Board shall include the following:~~

- ~~1. Name of person with the delinquent account;~~
- ~~2. Date of last activity in the account; and~~
- ~~3. Amount of uncollectible debt and the fund and account to which it is owed.~~

~~In the case of bad debt of one hundred dollars (\$100.00) or less, collection efforts must include, at a minimum, two (2) attempts by letter, telephone call, or personal visit with the debtor.~~

~~In the event that bad debt from an International Student will not be accepted by a collection agency, collection efforts must include, at a minimum, two (2) attempts by letter, telephone call, or personal visit with the debtor.~~

### WITHHOLDING REGISTRATION, TRANSCRIPTS AND DIPLOMAS FROM STUDENTS OWING DEBTS

Each President is authorized to refuse to register a student who has an overdue debt owing to any of the Colleges in excess of \$200.00.

Transcripts and diplomas may be withheld from any student who owes tuition, fees, room, board or other miscellaneous charges at any of the Colleges.

# FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 6008

~~Collection of Delinquent Debts;~~  
~~Writing Off Bad Debts~~ Student Debt;  
Payment Plans

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If the College President has waived any portion of this policy, the College shall submit an annual report of those waivers to the System Office. The report shall include the rationale used for allowing each waiver and provide information on the arrangements agreed to for taking care of the overdue payment.

## STUDENT TUITION AND FEE DEFERMENT

The Board authorizes the State Colleges to provide a deferred payment plan. The plan must provide information on payment schedules and indicate all payment is due prior to the end of the semester of enrollment. Campuses should exercise due diligence in providing credit and every reasonable effort should be made to minimize uncollectible accounts.

If a College chooses to offer a deferred payment plan, such College shall develop written procedures defining eligibility criteria and administrative procedures necessary to implement this policy. Detailed information on the plan and repayment schedules shall be included on the College's website and be available in the business office at each College. ~~The plan and procedures, and any subsequent revisions, must be filed with the System Office prior to implementation.~~

Legal Reference: RRS 25-301  
RRS 25-302  
RRS 85-301  
RRS 85-302

Real Party in Interest  
Assignee of a Thing in Action  
State College; Official Names; Board of Trustees  
Board of Trustees, Officers; Body Corporate

Policy Adopted: 3/11/94  
Policy Revised: 9/6/13  
Policy Revised:

# FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 6022**                      **Income; Systemwide Fees;  
Individual College Fees**

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## BOARD POLICY

The Board shall fix and authorize the Colleges to collect fees from resident and nonresident students who apply for admission or matriculate in the State College System, except in the case of the online rate, which is inclusive of tuition and fees.

The Colleges shall collect a Board-approved, per-credit hour Capital Improvement Fee. Revenues generated by this fee are deposited to the State College System Facility Fee Fund (Capital Improvement Fund) and may be used for paying the cost of capital improvement projects approved by the Board of Trustees for facilities at the Colleges or lands owned or controlled by the Board. No Capital Improvement Fee funds shall be expended for capital improvement projects relating to revenue bond facilities and all projects and related budgets must have prior approval of the Board.

College-based fees requiring Board approval are:

1. Matriculation and Processing Fee
2. Late registration
3. Late payment
4. Reinstatement
- ~~45.~~ Records
- ~~56.~~ Degree
- ~~67.~~ Student health
- ~~78.~~ Placement/Credentials
- ~~89.~~ Student activity
- ~~910.~~ Event
- ~~110.~~ Parking permits
- ~~124.~~ Facilities
- ~~132.~~ Distance Learning/Extended Campus
- ~~143.~~ Technology

Description of these fees is as follows:

1. Matriculation/Processing

Every student who matriculates to any College for the first time shall pay a matriculation fee as required by state law and a processing fee. These fees are non-refundable.

2. Late Registration

Each College may establish a late registration fee. Each College may extend the registration period or waive the late registration fee under extenuating circumstances.

3. Late Payment

~~The Each~~ Colleges shall establish a consistent late payment fee to be assessed when payments are not deposited within the schedule established by each College. The late payment fee shall be a percentage of the outstanding tuition, specific fee, room and/or board charges, ~~and shall be charged according to the schedule adopted by each College.~~

# FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 6022**      **Income; Systemwide Fees;  
Individual College Fees**

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4. Reinstatement

The Colleges shall establish a consistent fee charged to students who have been administratively withdrawn and then become eligible to be reinstated.

45. Records

Each College may establish a records fee, which shall include the basic cost for official transcripts issued at the request of a student.

56. Degree

At the time of graduation, the Colleges shall collect a degree (graduation) fee from each graduate according to the fee schedule approved by the Board.

67. Student Health

A health fee shall be levied to assist in the cost of providing students with first aid, physical, and mental health care while enrolled at each of the Colleges.

78. Placement/Credentials

Placement services shall be provided by each College at the request of a student and an annual fee may be charged.

89. Student Activity

Student activity fees shall not be considered College earmarked funds in Board policy. These funds are designated for student activities, which are managed by student groups. The funds shall be distributed according to an annual budget developed by the appropriate student government organization at each College.

910. College Events

Each College shall establish a College event fee to assist in supporting College-sponsored events.

101. Parking Permits

Each College may establish a motor vehicle parking fee, with the amount to be established at the discretion of the institution. The monies received from the fee will be distributed to cash funds and/or the revenue bond fund, as appropriate. The funds received from revenue bond parking may be used for the development and improvement of revenue bond parking lots.

142. Facilities

Each student will pay a per-credit-hour facilities fee to assist in paying the cost of operating and maintaining College facilities. The fee will be credited to the cash fund of the institution or the revenue bond fund as approved by the Board.

# FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 6022**                      **Income; Systemwide Fees;  
Individual College Fees**

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**123.**    Distance Learning/Extended Campus

Each College shall establish a distance-learning or extended campus fee. Off-campus offerings are intended to be self-supporting.

**134.**    Technology

Each College shall establish a technology fee to assist in covering the costs of acquisition, support and maintenance of technology at the College.

The Colleges may fix and collect fees, fines and penalties other than those listed above. Such fees will ordinarily be for special privileges or services, materials furnished, or use of specialized equipment. Among such fees may be locker fee, laboratory fee, registration fee for special or readmitted students, materials fee, and others as may be assessed from time to time. Unless already established by Board policy or law, the desired fee shall be determined at the College level.

Such fees will be published in the general catalogs of each College or otherwise made public. Details of all the fees shall be printed and available in the business office of each College and in the System Office. The money received from fees for state-related activities shall be paid into the accounts of the State Treasurer and held for disbursement as an institutional cash fund for the specific College remitting the funds.

Legal Reference:    RRS 85-307  
                          RRS 85-311  
                          RRS 85-503  
                          RRS 85-328

State Colleges:    President; Collection of fees  
State Colleges;    Matriculation fees; Institutional cash fund  
State educational    institutions; Fees  
State College      Facility Fee Fund; created; use; investment

Policy Adopted:    1/28/77  
Policy Revised:    3/24/88  
Policy Revised:    3/11/94  
Policy Revised:    9/26/97  
Policy Revised:    4/13/00  
Policy Revised:    2/12/04  
Policy Revised:    1/8/08  
Policy Revised:    11/4/11  
Policy Revised:    6/15/12  
Policy Revised:    5/3/16  
Policy Revised:    6/18/19

Policy Revised:

## ~~FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM~~

~~POLICY: 6009 Withholding Registration, Transcripts and  
Diplomas from Students Owing Debts Page 1 of 1~~

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## ~~FISCAL OPERATIONS, NEBRASKA STATE COLLEGES~~

~~POLICY: 6020 Student Tuition/Fee Deferment Page 1 of 1~~

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