

Board of Trustees of the Nebraska State Colleges

Policy Category

POLICY NAME: ~~Student Debt; Payment Plans~~Student Payment Plans
POLICY NUMBER: ~~60086505~~

A. PURPOSE

To establish student payment plan guidelines.

B. DEFINITIONS

None

C. POLICY

1. Student Payment Plans ~~STUDENT TUITION AND FEE DEFERMENT~~

The Board authorizes the ~~State~~ Colleges to provide a tuition 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.
- ~~If a College chooses to offer a deferred~~ The plan must 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.~~
- Colleges ~~campuses~~ should exercise due diligence in extending credit through payment plans providing credit and every reasonable effort should be made to minimize uncollectible accounts.

SOURCE:

Legal Reference: ~~RRS 25-301~~ ~~Real Party in Interest~~
~~RRS 23-302~~ ~~Assignee of a Thing in Action~~
~~RRS 85-301~~ ~~State College; Official Names; Board of Trustees~~
~~RRS 85-302~~ ~~Board of Trustees; Officers; Body Corporate~~

RRS 85-307 State colleges; president; collection of fees.

Policy Adopted: March 1994

Policy Revised: September 2013, January 2020, July 2022

Board of Trustees of the Nebraska State Colleges

Policy Category

POLICY NAME: Student Debt; Payment Plans Delinquent Accounts and Write-Offs

POLICY NUMBER: 60086303

A. PURPOSE

To document the expectations related to delinquent student accounts.

B. DEFINITIONS

1. Delinquent Account – Student accounts that are not fully paid by the established due date and that have no payment arrangements are considered delinquent.
2. Write-Off – The process of removing a student receivable from the accounting records.

C. POLICY

1. **Delinquent Account Collections**

1.1. Internal Collections

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

1.2. Collection Agency

Within four months following the end of a semester, all delinquent accounts greater than \$200 that remain unpaid, or without a reasonable payment plan in place and with without an initial payment made, will be referred to the contracted collection agency.

- Accounts will remain at the collection agency for a minimum of twelve months.
- The ~~President of each Colleges are is~~ Chancellor 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.

2. Student Account Flags

Transcripts and diplomas may be withheld from any student who owes tuition, fees, room, board or other miscellaneous charges at any of the Colleges. Students may also be restricted from registering or enrolling in the next term without an acceptable payment arrangement.

- 2.1. When a student account is past due, global service restrictions will be placed on the student account that prevent future registrations, ~~and~~ hold transcripts and diplomas for all Colleges. Removal of restrictions must follow the System Student Account Guidelines.

3. Writing Off Bad Debts

~~The Colleges shall 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 including for those accounts returned from the collection agencies and those that are less than \$200. The lists which shall be approved annually, but annually but could be more often according to the Student Account Guidelines, and Guidelines and shall be approved in writing by the Vice President for Administration and Finance (VPAF) and shared with the System Vice Chancellor for Finance and Administration (VCFA). ~~Additional write-offs may be made during the year with the written approval of the VPAF and in accordance with System Student Account Guidelines.~~

- 3.1. A record of the unpaid amount is retained in the student record system and account restrictions remain on the student account.

~~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 two hundred dollars (\$200.00.)~~

~~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.~~

SOURCE:

Legal Reference: ~~RRS 25-301~~ ~~Real Party in Interest~~
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