Cochise College believes that proper fiduciary responsibility includes the collection of overdue accounts receivables. The college will manage its accounts in such a manner as to limit outstanding receivables. The largest components of the college’s accounts receivable involve student accounts and employee advances, primarily for travel. The college will make good faith efforts to settle aged receivables prior to invoking a third party collection agent.

**Procedure 2019.1 Student Accounts**

Although Cochise College is a pay as you go institution, there may be extenuating circumstances that result in students attending classes with outstanding balances in their accounts. Initial invoices on outstanding student accounts will be sent to students 30 days after the start of each term. Students with accounts unpaid after 60 days will receive a reminder notice to settle their account.

A Second Reminder Notice will be sent to students with an outstanding balance that is 90 days delinquent. This Second Reminder Notice will include language stating that payment is due within 10 working days or the account will be turned over to a collection agency and reported to the credit bureau.

Accounts unpaid 10 days following Second Reminder Notice will be turned over to a collection agency for recovery and reported to the credit bureau. The student will receive a Notification of Collections Letter stating that the account has now been turned over to a third party agency for collection. At this time the outstanding debt is also reported to the credit bureau.

**Procedure 2019.2 Employee Advances**

Cochise College provides cash advances to college employees to cover the cost of business related activity associated with the duties of the employee. In most cases, advances are given primarily for business travel related expenses. In accordance with the college travel manual, travel advances must be settled within 10 days following the completion of the travel. For advances not related to travel, the employee must sign a promissory note that contains provisions for repayment.

Individuals with past due advances are contacted by the college Accounts Payable Department 30 days following the return date of the trip or the term of the note. A formal letter from the Vice President for Administration will be sent to individuals with
advances 60 days past due. The letter will state that the past due advance has been referred to the Administrative Cabinet for review and direction which may include collection through payroll deduction, revocation of rights for future advances, disciplinary action, or a combination thereof.