



**Cochise College
Administrative Policy**

**Category: Fiscal Management
Policy Number: 2019
Title: Collections**

Cochise College understands proper fiduciary responsibility includes the collection of overdue accounts receivables. The college shall manage its accounts in such a manner as to limit outstanding receivables. The largest component of the college's accounts receivable involves student accounts. The college shall make good faith efforts to settle aged receivables prior to invoking a third party collection agent.

**Procedure 2019.1
Student Accounts**

Although the 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 the 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.