Student Accounts Receivable

Original Implementation: July 15, 2008
Last Revision: April 14, 2015

PURPOSE

This document establishes guidelines for the prudent collection of student accounts receivable in the best interest of Stephen F. Austin State University and the state of Texas. Although this policy primarily applies to student accounts receivable, including certain university issued short term loans, procedures stated herein may be used to process other delinquent receivables from vendors and non-student accounts. This policy does not apply to the write-off of any federal loans. Policy procedures will be maintained by the controller’s office, for at least the following:

- a process to ensure that the requested extension of credit is not a prohibited transaction;
- a procedure to ensure that any extension of credit (installment plan contract, short term loan request, or repayment agreement) is done so in a prudent manner, including the use of standardized credit applications and legal authority required for approval of the requested credit;
- a procedure whereby credit is not extended to students who are in default on other obligations or for whom previous obligations have been written off as uncollectible. If a student account is in default, a transcript and registration hold will be placed on the account;
- procedures for managing and monitoring the billing and collection activities on student accounts;
- procedures for recording and monitoring credit extended and subsequent payments received on student accounts; and
- procedures to ensure that amounts reported as receivables on the financial statement are recorded in accordance with generally accepted accounting principles.

CRITERIA FOR RECOGNIZING AN ACCOUNT RECEIVABLE

A student account receivable will be recognized (recorded in the university’s financial records) when:

- a student has enrolled for classes at the university or has been registered for classes by the university;
- a student has incurred charges for costs associated with attendance (tuition, fees, housing and meal charges, post office charges, book purchases, parking permits and fines, etc.) from which a benefit to the student is derived;
- payment is due to the university from the student or a third party;
the revenue from the transaction has been recognized in the university’s books and records;
payment has not been received (collected) by the university from the student or third party;
the accounts receivable does not represent an extension of credit that is prohibited by law; and,
the recording is deemed to be appropriate by the university's fiscal officers.

**RECORDING AN ACCOUNT RECEIVABLE IN THE FINANCIAL RECORDS**

An account receivable is recorded in the financial records automatically by the registration and billing process. These entries credit the appropriate revenue accounts and debit the appropriate account receivable accounts in the university’s accounting system.

In the event that a student withdraws during the semester, the accounts receivable outstanding balance is reduced by the appropriate percentage refund rate relevant at the time of withdrawal.

**RECONCILING ACCOUNTS RECEIVABLE**

The controller’s office maintains adequate records of student accounts receivable and prepares a reconciliation of the student receivable records and the financial accounting records on a timely basis.

**AGING ACCOUNTS RECEIVABLE**

The controller’s office also maintains an aging schedule for all student accounts receivable with the total of the aging schedule balanced to the total recorded accounts receivable. The following aging brackets are used:

- Greater than 30 days old
- Greater than 90 days old
- Greater than 1 year old

At year end, other ranges may be analyzed to aid in the process of the calculation of the allowance for doubtful accounts.

**COLLECTING ACCOUNTS RECEIVABLE**

The size of the account receivable may influence the collection efforts. The expenditure of time, effort, and money to collect large accounts receivable is appropriate; however, the same efforts expended on very small accounts receivable may not be economical. Guidelines as to the level of attention and the efforts expended on accounts receivable will be set by the university based on recommendations from collection agencies and management.

The following steps are conducted in collecting accounts receivable which are delinquent or in

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default.

An account will be considered delinquent or in default if the following apply:

- the account balance is at least 30 days old;
- the debtor has not exhibited concern regarding the delinquent account (i.e., requested a repayment agreement); and,
- the debtor is not an active student.

**Billing and Collection Activity on Delinquent Accounts**

**Active Students:**

Active Students are billed throughout the term with due dates set by the business office. Students may be assessed penalties for late payments, but will not be turned over for collection in the term they are actively enrolled.

**Inactive Students:**

Delinquent accounts will be analyzed and processed on a regular basis. Any general deposits will be applied to students’ outstanding balances to defray the amounts due to the university. After this analysis, accounts on inactive students will be subject to collection activity. Attempts will be made to contact students before delinquent accounts are turned over to collections. Students will not be assessed any collection agency fees or collection costs if they make a payment or request to set up a repayment fee during the communication and contact period(s). After communication and contract periods expire, accounts will be placed with a collection agency or an attorney. The collection agency may give the student an additional period prior to assessing fees. Collection fees will be calculated and added to the student’s account either immediately when turned over for collection or after the last warning period has expired. The fees assessed to the student will be negotiated in advance with the collection agencies and are subject to approval from the Texas Attorney General’s office. Additionally, accounts may also be reported to the Texas Comptroller of Public Accounts as authorized by Texas Government Code § 403.055 to ensure that no treasury warrants are issued or payments are paid to the debtor until the debt is paid.

If a debtor with a delinquent account establishes a repayment agreement and makes scheduled payments towards the balance within one of the warning periods, the debtor will be treated as an “active” student and will not be turned over to a collection agency unless monthly payments cease before the account balance is paid in full. If the account is turned over for collection, collection costs, collection agency fees and/or attorney fees will apply. There will be transcript and registration holds placed on the student’s account until the balance has been paid in full.

If a debtor has received a warning letter and begins making regular payments but then stops
making regular payments, the debtor will be sent to an outside collection agency or attorney without further notice to the debtor.

All demand letters should be mailed in compliance with applicable collection laws. If an address correction is provided by the United States Postal Service, the demand letter should be mailed to the corrected address prior to the referral procedures described above. Demand should be made upon every debtor prior to referral of the account to an outside collection agency and the attorney general.

WRITE-OFF OF AN UNCOLLECTIBLE ACCOUNT

The following accounts may be subject to write-off:

- Accounts receivable up to $10 may be written off by the controller if all collection efforts have been completed and the account has been outstanding for 5 years.
- Accounts receivable between $10 and $1,000 may be written off by the controller if returned as uncollectible by more than two outside collection agencies (first and second referrals) and the account has been outstanding for 5 years.
- Accounts receivable over $1,000 returned as uncollectible by at least three outside collection agencies (first, second and third referrals) and outstanding for 5 years may be referred to the vice president for finance and administration for write-off approval. Requests for write-off should include name, amount, school term, and a statement as to why that accounts receivable has been determined to be uncollectible.

A list of all accounts written off will be filed in the controller’s office and all student accounts that have been written off will be flagged in the student system. Additionally, a transcript and registration hold will be placed on these student accounts to prevent these persons from receiving future university services until their balances have been paid in full. Warrant holds placed on the student’s account will not be removed until the balance is paid in full.

The following accounts will be forgiven and permanently written off, and the student’s account will be marked as paid in full:

- Deceased debtors. If the debtor is deceased, the delinquent obligation should be classified as uncollectible and permanently written off after the business office receives a copy of the death certificate or other proof of death.
- Residual amounts as deemed appropriate by the vice president for finance and administration after application of any property deposit, and within guidelines set by state and federal regulations.

FORGIVENESS OF DEBT VERSUS WRITE-OFF OF UNCOLLECTED ACCOUNTS
The write-off of an uncollected account is a bookkeeping entry only and does not relieve the debtor from his financial responsibility to the university. Although the uncollected account has been removed from the financial books and records (i.e., written-off as uncollectible), the university may still have a claim against the debtor and may still seek legal remedy (i.e., file suit for collection in a court of law). Therefore, it is the responsibility of the controller’s office to maintain adequate records regarding legal financial obligations (i.e., debts) owed to the university.

Student accounts receivable that are forgiven because of the student’s death or because the account balance is considered residual will be treated as paid in full, and records will be treated consistent with other student accounts that have been paid in full.

**ALLOWANCE FOR DOUBTFUL ACCOUNTS**

The university records an allowance for doubtful accounts on past due accounts for all accounts that have not been written off or forgiven. Prior to closing each fiscal year’s books, the controller’s office will analyze and adjust the allowance for doubtful accounts, with offsets to the appropriate revenue accounts or bad debt expense, in accordance with accounting guidelines. An allowance for doubtful accounts will be set up as a contra-receivable in each appropriate general ledger.

**Cross Reference:** Texas Comptroller of Public Accounts Fiscal Policies & Procedures, Accounting for Uncollectible Accounts (APS 027); Tex. Gov’t Code § 403.055; Ch. 2107

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Controller

**Forms:** None

**Board Committee Assignment:** Finance and Audit