

# **BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES**

## **2000 BUSINESS AFFAIRS**

### **2009 DELINQUENT ACCOUNTS POLICY**

It shall be the policy of the Bay de Noc Community College Board of Trustees to collect all funds owed to and due the College in a timely manner. The Vice President of Finance and Operations shall attempt to collect on all delinquent accounts in accordance with established procedures.

#### **PROCEDURE:**

2009.1 Accounts shall be billed in accordance with the following procedure, unless otherwise approved:

- |                 |  |
|-----------------|--|
| a. 0 – 30 days  | Initial statement  |
| b. 31-60 days   | Statement notification   |
| c. 61-90 days   | Formal Letter with statement                                     |
| d. 91-120 days  | 2 <sup>nd</sup> Letter with statement followed by telephone call |
| e. 121-150 days | 3 <sup>rd</sup> (final) Letter with statement and telephone call |
| f. 151+ days    | If no arrangements, turn account to collection                   |

2009.2 Delinquent accounts shall be forwarded to a collection agency for collection.

2009.3 Legal action to enforce collection shall be taken on all accounts remaining delinquent after collection agency efforts have been exhausted.

### 2009 DELINQUENT ACCOUNTS POLICY

Policy Origin Date: 05/19/2004

Procedure Origin Date: 06/25/2008  
06/14/2021

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