

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES DEBT COLLECTION – STUDENTS	Policy 7.01.05
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I. Collection Policy

Attempts shall be made during the semester for debt collection through billing statements mailed for all outstanding accounts. Past due account will have a second notice mailed at the end of the semester. If no collection is made with thirty (30) days of the second notice, a third and final personal letter will be sent. The letter will detail the date, purpose and amount of the debt as well as advise the student of the State policy regarding grades, transcripts and registrations for future classes. If no payment has been made within thirty (30) days receipt of the last letter, the following collection options are available to the College based on the amount past due:

1. Any account over sixty (60) days past due may be turned over to the NC Department of Revenue, Set-Off Debt Unit to collect from the student's NC State Tax refund.
2. Any account over sixty (60) days past due may be turned over to a collection agency where credit may be adversely affected. Once the account has been submitted to a collection agency, payment must be remitted to the collection agency directly.

II. Withholdings for Debt

A student will not be approved for the following list of actions until all money due to the College has been paid and verified through the College's Business Office:

1. Registration for Classes;
2. Release of Grades or Transcripts;
3. Release of Diploma;
4. Transfer to another College;
5. Employment at Southwestern Community College; and
6. Borrowing of Library or Visual Aid Materials

Adopted: October 1992

Revised: April 22, 2014