

Policy No. 401

Area: Finance

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson- Hammond
University President

SUBJECT: Bad Debt Allowance Policy

This policy relates to the University establishing an allowance for bad debt at fiscal year-end for any expected non-collections of the fiscal year's student accounts. All tuition and fees on student accounts will be due and payable to the Bursar's Office. Instances of unpaid balances will be monitored by the Bursar and appropriate collection steps followed throughout the year.

Annually, the Controller and Bursar Office will review the fiscal year-end balances on all student accounts. A determination will be made based on the current status of the collection process, and this amount will be booked in the general ledger at year-end.