



Phillips Community College of the
University of Arkansas
Administrative Procedure 520.02
Accounts Receivable Policies & Procedures

Accounts Receivable Procedures

All students taking classes at PCCUA are allowed to charge tuition, fees, and related book rental charges to their student account upon registration. Payment is due in full before classes begin. Students who do not have complete, adequate financial aid or who do not pay their account balance in full at registration, will be required to pay a \$30 online enrollment fee to set up a Nelnet tuition payment plan. This fee is not refundable.

The due dates and amounts for the payment plan will be dependent upon the semester and the students outstanding balance. A \$25 late fee may be charged to students who do not make payments according to the schedule.

All students must have their account cleared in the Business Office by the end of the eleventh week of classes or they may be administratively withdrawn from school for the semester. Students will not be allowed to register until their account is cleared.

Probable Pell Recipients

All students who submit a probable Pell will be required to sign up for a payment plan through Nelnet.

Monitoring of Accounts Receivable

The Business Office is responsible for monitoring the accounts receivable system.

Determination of Un-collectability

The Business Office is responsible for establishing procedures for the aging and collecting of those accounts. A.C.A. § 19-2-305, established guidance for the various state agencies to abate uncollectible monies owed them. In order to diligently and actively pursue the collection of accounts receivable, PCCUA may choose methods including, but not limited to:

- Contacting the debtor by telephone or letter within a reasonable time after an account becomes past due.
- Referral of the account to an external collection agency, to the extent that the cost of such referral does not exceed the maximum costs outlined in A.C.A. § 19-2-305(b)(2).
- Pursuing set-off of debt against income tax refunds as allowed by A.C.A. §§ 26-36-301 -- 26-36-320.
- Pursuing other means of collection that are deemed feasible and economically justifiable.

Aging of Accounts Receivable and Bad Debt

Accounts receivable are aged and an allowance realized for outstanding balances based on the following schedule:

Days Outstanding	Percentage Uncollectible
0 to 90 days	10%
90 to 180 days	25%
181 to 365 days	50%
365 to 1825 days	80%
Over 1825 days	95%

Abatement of Debt

When the Business Office has completed its collection procedures, the listings of debts determined to be uncollectible are combined into a single request for abatement, which is sent to the Chief Fiscal Officer of the State of Arkansas. The Chief Fiscal Officer of the State will notify the College, in writing, when the request for abatement is approved.

All documentation relating to the abatement request is maintained by the Business Office and is available for audit review.

Abated accounts will be flagged for financial hold and students will not be allowed to register until the account has been cleared.