

OLD DOMINION UNIVERSITY
University Policies and Procedures

3020 - CREDIT AND COLLECTION

Statement: Departments, support services units, and auxiliary services may, under certain circumstances, be authorized to extend credit to faculty, staff, students, and businesses outside the University for the services they provide. With the exception of housing, deferments for tuition and fees, and inter and intradepartmental charges, no credit may be granted unless the credit worthiness of the debtor is documented and agreed to by the Assistant Vice President for Administrative Services and University Controller. The policies and procedures to document the credit worthiness are the responsibility of the Bursar.

Collection Policy

University departments and support service units that extend credit must report all services rendered to the Bursar so that invoices are sent in accordance with the billing instructions called for in the contract. With the exception of certain auxiliary services, all billings are the responsibility of the Bursar.

Delinquent Accounts

The Bursar is responsible for all delinquent account collections, except for housing. Student delinquent accounts for tuition and fees in excess of \$100 will result in suspension action in accordance with the University's cancellation and reinstatement policies and procedures. Other collection actions may include: (1) transcript hold on student accounts, (2) debt referral to the University collection agency, (3) debt set-off against State of Virginia Income Tax Refunds, and (4) litigation.

Bad Debt Write-Off

The Assistant Vice President for Administrative Services and University Controller is responsible for proposing bad debt write-offs to the Vice President for Administration and Finance, who in turn submits them to the President for final approval. The bad debt write-offs are performed quarterly, and only after all in-house collection efforts and those performed by the University's collection agency have been unsuccessful.

Responsibility: Vice President for Administration and Finance

Authorization: Joseph M. Marchello, President

Date: December 1, 1988