

INTERNAL/ DEPARTMENTAL POLICY AND PROCEDURE

TITLE: Temporary Override of Student Collection Credit Holds for Non-Credit Third-Party Billing

EFFECTIVE DATE: November 22, 2011

DIVISION: BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

CATEGORY: Accounts Receivable (D)

RESPONSIBLE DEPARTMENT: Controller's Office

POLICY STATEMENT

In support of workforce development initiatives in the region, the College provides short-term, non-credit training and continuing education opportunities that are funded through third-party billing. The Controller's Office works in cooperation with the Office of Workforce Development and Education to provide for efficient processing of third-party billing and payments.

Students in these programs are enrolled in non-credit training and continuing education that are funded by companies, organizations, employers or grants. When applicable, student collection credit holds may be temporarily removed on a semester-by-semester basis to allow for third-party billing for non-credit instruction. To be eligible for temporary overrides on student accounts with credit collection holds, the third party must be in good financial standing with the College and the student must provide the College with updated demographic information.

No adjustments will be made to the students' previous balance, and the student collection credit hold will return to the student's account upon completion of the semester. Any exceptions to this policy require the written approval of the Assistant Vice Chancellor/Controller.

Review Process: Controller's Office & Workforce Development and Education
Office Ad Hoc Committee 11/14/11
Assistant Vice Chancellor/ Controller 11/15/11
Business and Administrative Affairs Council 11/22/11

Approved: Vice Chancellor for Business and Administrative Affairs 11/22/11