

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 5.008**

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**Title: ACCOUNTS RECEIVABLE**

**Authority: Board Action**

**Original Adoption: 3/13/2002**

**Prior Revision: 3/10/2004**

**Current Revision Effective: 6/8/2022**

Accounts receivable represent the unpaid amounts from various types of financial transactions including but not limited to: student tuition, fees, miscellaneous student accounts, returned checks, as well as from sales of products and services to the general public and private sector.

**Accounts Receivable Policy**

It is the responsibility of each Louisiana Community and Technical College System (LCTCS) institution:

1. To determine whether the extension of credit is appropriate and in the best interest of the institution to do so.
2. To establish the terms and/or conditions for payment at the time an account is created and to follow up routinely and diligently on all accounts receivable.
3. To establish procedures for recording and monitoring the credit extended and ensuring that the agreed upon payment is received.

Students, individuals or entities who are in default on obligations or for whom previous obligations have been written off as uncollectible shall not be admitted to the college without payment in full of any previous unpaid obligations or upon presentation of written evidence of bona fide payment arrangements as approved by the college's chief financial officer, or designee, and documented in the students file. Payment arrangements shall not extend beyond the semester they are admitted.

Exception shall be made for classes/courses in which a third party (i.e., company/corporation) is the financial guarantor and is in good standing with the college. In such circumstances, the financial hold may be temporarily lifted to allow registration, acceptance of payment, or be designated as a third-party payee contract for the specific class/course only. All other account activity or access shall remain restricted, as per the original hold process, until such time the outstanding debt to the college(s) has been resolved.

Financial holds may be overridden to release a transcript when one of the following conditions is met:

1. The outstanding debt is paid in full to the college; or,
2. Once the debt has been turned over to either the Attorney General's Office or Office of Debt Recovery, the college confirms a payment plan with the AG or ODR has been established; and the college obtains a promissory note from the debtor memorializing the debt to support litigation should the debtor default on payment.