

	POLICY		Motion No.	FF 1017-2021
	Student Outstanding Balance and Collections		Effective Date	6/15/21
			Responsible Department	Finance & Administration
			Attorney Review / Date	[Attorney Name] [Date]

The purpose of this policy is to outline actions the College may take to resolve outstanding student account balances.

Students at Pennsylvania Highlands Community College are responsible for understanding their charges and for the timely payment of any incurred charges while at the College. The following consequences will be enforced for any students with delinquent student accounts:

- The College will not release students' official academic transcripts if they have an outstanding balance in any amount until the balance has been paid in full.
- Students with outstanding balances of \$50.00 or more will not be permitted to register for classes without special written permission from the Chief Financial Officer.
- Student accounts that are six months or older and with a balance of \$50 or more may be sent to a collection agency where additional fees may be added to the outstanding balance by the collection agency. These additional fees are also the student's responsibility.

The College may permit students with outstanding balances \$1,000 or less to enter a loan forgiveness program if they have not enrolled into for-credit classes at the College in two or more academic years. There must be ample evidence that the student could re-enroll, pay for, and successfully complete a for-credit academic program at the College before they can enter a loan forgiveness program.

Effective Date	Motion Number	Document Author	Description of Change
6/15/21	FF 1017-2021	Fin & Administration	Initial Release