501.5 STUDENT ACCOUNTS

It is in the best interest of the Warren County Community College and the taxpayers of Warren County that WCCC collects tuition and fee payments on a timely basis. To this end, the College will establish payment due dates prior to the beginning of classes. The College may cancel the enrollment of any students who have not made satisfactory payment arrangements to the College by the payment due date. The College also requires students to satisfy any outstanding payments before permitting the student to register for another term, or graduate from the College.

Recognizing that external agencies are occasionally necessary to assist with debt collection, the College is authorized to use collection agencies after internal efforts are unsuccessful at collecting payments due to the College.

There may be extraordinary circumstances, including, but not limited to death, significant injury, illness, or severe family circumstances, that make it impossible for a student to satisfy a payment to the College. For these instances, the Board grants the President the authority to write-off this debt with appropriate documentation to the College. Write-offs and waivers required by the federal government or Board policy shall be documented and approved by the President and/or designee(s).

As part of its annual audit, the College shall create an allowance for doubtful accounts of 80% for accounts that are more than 180 days overdue and 100% for accounts over 365 days. This allowance is for accounting purposes only and does not infer that an account has been written off from collection efforts. The College may also elect to write-off debt held in excess of three (3) years after collection efforts have failed.

There are occasions when credit balances exist on student accounts after financial aid is disbursed or the student drops a class. Unless a student requests in writing that these funds remain on his/her account, WCCC will process a refund check for the student. Credit balance funds that remain unused on an account for more than one year shall be refunded to the student via a refund check.

In rare instances, the College may provide a student with the opportunity to retake a class due to special circumstances such as a medical withdrawal or another documented hardship. These credits are discretionary on behalf of the College and shall expire within three (3) years of issuance.

The College reserves the right to write off account credits or debts of $10 or less after a period of one year unless a credit represents government financial aid. The College shall escheat any overpayments or credits not considered active in accordance with applicable state or federal regulations.

Approved: 01/26/05
Revised: 11/14/07
Revised 09/13/17
Revised: 12/19/18
Revised: 05/16/26