



UNCOLLECTED ACCOUNTS RECEIVABLE

Southeast Technical College Policy STC 431

1. Purpose

Insert Text Here This policy outlines how Southeast Technical College (STC) manages unpaid student accounts balances, checks returned for insufficient funds, and other delinquent obligations. The intent is to safeguard institutional resources, treat all account holders fairly, and comply with applicable state statutes.

2. General Statement of Policy

The Southeast Technical College (STC) Vice President of Finance, or designee, is authorized to turn over to a collection agency insufficient funds checks and other receivables which have been determined by the administration to be uncollectable; it being understood that prior to turning the accounts over to the agency the administration has made every reasonable effort to collect the accounts; and further authorizing the STC Vice President of Finance, or designee, to enter into and execute, agreements and/or documents as necessary to effect the collection of the accounts; it being further understood that the collection agency is to receive reimbursement based on an established collection fee schedule.

Southeast Technical CollegeSTC will make reasonable efforts to collect delinquent accounts directly from the debtor prior to referral. These efforts may include billing statements, reminder notices, payment plan arrangements, and other outreach. When such efforts do not result in payment, the CollegeSTC may refer the obligation to the South Dakota Obligation Recovery Center.

The Vice President of Finance, or designee, is authorized to oversee all collection efforts on unpaid accounts and to refer accounts to either the South Dakota Obligation Recovery Center or an approved external collection agency when internal efforts have been unsuccessful.

Collection costs, fees, and surcharges assessed by the Obligation Recovery Center or other collection agencies, as permitted by law, will be the responsibility of the debtor. The CollegeSTC may also impose holds on student accounts for unpaid balances. Such holds may restrict registration or participation in future courses or programs until financial obligations are satisfied.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL 1-55-1:16 South Dakota Obligation Recovery Center

Board Approved:

Policy		Board Action	(formerly 3460)
adopted:	10-09-72		(formerly DIBA/STC 07-01-25)
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