

Policy Title:	Collecting Accounts and Notes Receivable
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Governing Body:	Southern Oregon University	Policy Number:	FAD.061 (573-015)
Policy Contact:	Vice President for Finance & Administration	Date Revised:	August 2016
Custodial Office:	Finance & Administration	Date Approved:	August 2016
Approved By:	President	Next Review:	August 2019
Related Policy:			

Revision History

Revision Number:	Change:	Date:
-	Initial version	January 1979
1	Revision	August 2016

A. Policy Statement

**A. Division 15, 573-015-0005 Collecting Accounts and Notes Receivable**

1. The Department of Business Services at Southern Oregon University (SOU) exercises diligence in collecting accounts and notes receivable due it by following, as appropriate, these remedies:

- (a) Withholds transcript service, placement service and other applicable campus services;
- (b) Denies or cancels registration;
- (c) Withholds further account receivable privileges;
- (d) With employee’s approval, withholds wages;
- (e) Applies any non-exempt credits in favor of debtor to debt;
- (f) Adds penalties, interest and collection costs as permitted by law;
- (g) Sends regular billings and past due notices;
- (h) Utilizes telephone inquiries;
- (i) Sends letter of demand;
- (j) Uses “skip trace” information as permitted by law;
- (k) Utilizes offset procedures with other state agencies;
- (l) Utilizes Department of Revenue as a collection agent;
- (m) Utilizes various commercial collection agencies, by contract, as permitted by law;
- (n) Institutes legal action as permitted by law;
- (o) Uses commercial credit reporting agencies by contract and as permitted (or required by law);
- (p) Seeks collection on judgments as permitted by law.

2. The Director of Business Services, SOU, may waive any of the above remedies only in those circumstances which serve the best interests of the institution, the state or the federal government, or where required by state or federal statutes. (The discharge of debt through bankruptcy prevents the taking of any

further action to collect.)

3. The procedures are in conformity with the requirements of federal and state laws and regulations and were formally adopted as a rule after public hearing under the Administrative Procedures Act.

4. The SOU Department of Business Services will grant hearings to any individual requesting information or expressing concern about the amount owed or circumstances related thereto. The written procedures to be followed in requesting a hearing are available at the Department of Business Services.

**B. Division 45, 573-015-0010 Southern Oregon University Revolving Charge Account Plan**

1. SOU adopts the Revolving Charge Account program as permitted by FAD.047 (580-040) (Policy on Board of Trustees' Delegation of Financial Authority, specifically the Revolving Charge Accounts Policy at 580-040-0041.

2. The following are eligible to participate in the Revolving Charge Account program:

(a) Students enrolled at SOU;

(b) Any person who incurs charges, fines or penalties at SOU, including but not limited to library fines, parking tickets, facilities rental charges, program user charges and lease agreements.

3. The terms and conditions of the program are set out in the document entitled "Southern Oregon University Revolving Charge Account Plan," the most recent of which is hereby adopted by reference as a permanent rule and is available on file in the Department of Business Services.

4. Participants in the program shall sign an agreement to abide by the terms and conditions of the program, except for debts arising from fines, penalties and the like.

[The publication(s) referred to or incorporated by reference are available from SOU's Department of Business Services.]

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

**B. Policy Consultation**

Revisions to the text of the policy were posted for campus comment on August 24, 2016.

**C. Other Information**

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.