

Title: Student Financial Obligations

- ☐ Initial Action: 5/27/1993
 - ☐ Board Agenda: 93-035, 97-126, 01-067,17-066
 - ☐ Last Revised 09/27/2017, 4/2/2010
 - ☐ Policy: 09/27/2017, 9/14/2005
 - ☐ Procedure: 09/27/2017, 4/2/2010
 - ☐ Last Reviewed: 12/14/2022
 - ☐ Effective: 12/14/2022
 - ☐ Next Review: 12/14/2025
 - ☐ Responsibility: Finance and Administration
-

Policy:

It is the policy of Cecil College to diligently collect student revenues using appropriate resources and to maintain open balances for past due accounts until the financial obligation is paid in full or the appropriate designated College authority has waived the balance due.

Procedure:

Payment is due at the time of registration. When a student is in arrears on their financial obligations to the College, i.e., late payment in a deferred payment plan, balance due, denied financial aid award; the following procedure will be implemented:

1. In the event of a balance due to non-payment or partial payment, Accounts Receivable will send a letter (first notice) and a statement informing the student of the consequences for non-payment, i.e., student will no longer be able to attend classes, receive grades and/or transcripts and their account may be referred to the Maryland Central Collection Unit.
2. Accounts Receivable will flag (financial obligation HOLD) the student's computerized academic record preventing student registration and/or issuance of grades and transcripts.
3. In the event a student does not respond to the first notice by the deadline, Accounts Receivable will contact the student by phone and send a second notice informing the student that their account is still past due and may be referred to the Maryland Central Collection Unit.
4. In the event a student does not respond to the second notice by the deadline, Accounts Receivable will send a third and final notice informing the student that their account will be referred to the Maryland Central Collection Unit if payment is not made by the specified date.

5. In the event a student does not respond to the final notice by the deadline, Accounts Receivable will immediately forward the appropriate information to the Maryland Central Collection Unit to begin their collection procedures.
6. Once a student's account has been referred to the Maryland Central Collection Unit (CCU), the student must make payment arrangements directly through them. The student account remains on HOLD until the debt is fully satisfied or approved for abatement by CCU. Accounts older than two years that have not had any payment activity will be offset to the allowance for doubtful accounts, but will remain open and on hold in accordance with CCU collection guidelines.
7. In addition, at the end of each semester/session, the athletic, library, help labs, and visual communication departments place computerized HOLDS on student accounts for other outstanding financial related obligations such as unreturned property and fines. Each department has a unique code which is viewable by all departments. Students are required to clear the obligation with the appropriate department. Once the department clears the HOLD, students are directed to registration if further assistance is needed, (such as transcripts or grades).
8. A computer generated report shows all students on HOLD so that the Registrar can mail students a letter in lieu of grades.
9. Students satisfying their outstanding balance and requesting a release from a financial obligation in order to obtain a transcript or grade may pay in the form of cash, money order, certified check, credit card or cashiers' check. Personal checks will be accepted, however, the release of records will not be honored until the check has cleared which is usually a minimum of seven business days from the date of the payment. (Accounts that have been forwarded to the State of Maryland Collection Unit must be paid directly to the Unit).
10. Students with financial obligations will not receive grades, letters of recognition or certificate and/or degree diplomas.

Modifications to these procedures or one-time waivers must be approved by the Controller and Vice President of Finance.