



### 7.4.0.1 Write-Off Policy

In compliance with Minnesota State Colleges and Universities Board Policy, Century will write off debts under the following conditions:

1. MCE returns the debt to Century and will no longer pursue collections because debtor has filed for bankruptcy.
2. Debts that have been returned by MCE because the debt is less than \$25.00. MCE considers the amount too small for collections and will not pursue future collections on the debt. Also, debts that cannot be referred to MCE because they are under \$25.00 and are at least 1 year old will be written off.
3. MCE returns a debt considered to be uneconomical to pursue.
4. MCE has returned a debt to Century because the Statute of Limitations (of 6 years) has expired.
5. MCE has returned a debt to Century because judgment in Conciliation Court was not found to be on MCE's or Century's behalf.
6. Application fee has not been paid for more than 1 year. Student applied to Century, charge generated on the student's account, student never enrolled.
7. Application fee has not been paid for more than 1 year. Student applied to Century, charge generated on the student's account, student enrolled for courses, student dropped their courses or college dropped the student's courses after the term if the student did not attend class and never paid application fee.
8. Unpaid continuing education/customized training courses that the Continuing Education/Customized Training department deems uncollectible. Writing off of these charges will be pre-approved with department head. Collectible continuing education/customized training charges will be forwarded to MCE for collections.
9. Library fines that were put on the student's account via Minnesota State Colleges and Universities/PALS interface where the debt is under \$25.00 and the debt is over 1 year old.
10. Parking fines that are under \$25.00 and are over 1 year old.

**Century agrees to:**

1. Keep appropriate documentation on debts that have been written off for possible future audit inquiries.
2. Limit access to the Write Off Screens (AR2201UG/AR2202UG) to lead cashier and the business manager.
3. Put holds on the records of those students that have had any amount written off of their account. Century will work with the Minnesota State Colleges and Universities to see if there are any possibilities for advancements to the AR screens (ex: AR0107UG, AR0119UG). The primary advancements requested include a Yes/No field on the AR screens that would indicate whether or not a student is currently on any type of hold. This feature would reduce the need to remove charges and payments off of the student's record (AR0120UG and AR0116UG respectively).
4. Write offs will be removed when payment is received for a debt that has been written off.
5. Accounts receivables will be reviewed monthly by the lead cashier and business manager for write off purposes.

**References:****Date Proposed:****Date Approved:****Date Implemented:****Date Revised:** 6/30/98