

4.06 Student Accounts - Deferred Payment Arrangements

The credit and collection process also includes deferred payment arrangements. Prior to extending deferred payments, the Student Accounts Manager shall:

- (1) Obtain a co-signer (parent, guardian or spouse) which would improve the quality of the promise to pay and provide an additional source for repayment. Ensure that the promissory note is written to incorporate legal rights, responsibilities and consequences.
- (2) Consider past payment performance of student.
- (3) Provide counseling to students and parents regarding payment responsibilities and consequences of default prior to extension of the deferred arrangements.
- (4) Ensure that the deferment fee covers the carrying cost of the College financing the tuition and fee charges over the semester.
- (5) Utilize a tuition management service or the student accounts receivable system to account for installment arrangements to better manage deferred payment arrangements.