

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title: UNCOLLECTIBLE STUDENT ACCOUNTS	Procedure Number: 6-5-103.1
Institutional Authority: Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:	
Governing ATC Policy: 6-5-103	

Approved:  
President Vice President of Administrative Services

Date Adopted: **07/01/2004**
 Date Revised: **03/10/2008**

1. Statements for outstanding accounts are sent each semester. Any students with past-due accounts are placed on restriction at this time.
2. Uncollected accounts are notified and subsequently submitted to the South Carolina Department of Revenue Setoff Debt program in conformance with the procedures published by the South Carolina Department of Revenue.
3. After two (2) years of no payment activity, an account is considered uncollectible and included on the list presented to the Aiken County Commission for Technical and Comprehensive Education for bad debt write-off approval. The debt will continue to be processed through the South Carolina Department of Revenue Setoff Debt program each year until collected.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/10/2011		