Bad Debt Write-Off Policy

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General Description

Exceptions:

None.

Policy Content

Student Accounts

During the course of the academic period or year, students may incur additional fees, fines or assessments that must be paid in full at the time they are billed.

When an account becomes delinquent, the following steps are taken:

- An overdue notice is sent to the student.
- A registration "hold" is placed on the student record.
- The student is barred from registration for a subsequent academic period.
- The bad debt is referred to a collection agency.

Student Loans

The University administers the following loan programs:

- Walton Family Loan (Institutional)
- Walton Perkins Loan (Institutional)

Each of these programs has its own specific due diligence procedures; however, delinquent accounts are basically handled as noted in the section on Student Accounts.

Write-Off of Bad Debts

Bad debts, as determined by the Bursar, are handled as follows:

Student Accounts

- Under $100 are written off by the Student Accounts & Loan Specialist and turned over for collection.
- $100-$1000 must be approved by the Bursar.
- Over $1000 must be approved by the Bursar and VP of Enrollment Management.

Loans (Perkins)

- Written off according to federal regulations.

Loans (Walton)

- Written off with approval by the Bursar and VP of Enrollment Management.

Others

- Other University receivables are written off as determined by the Bursar with the approval of the Vice President for Enrollment Management.

A cumulative listing of written-off accounts is maintained by the Bursar.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v3.0	11/18/2025 3:46 PM	Pamela Mota
v2.0	7/18/2025 10:03 AM	Pamela Mota
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Vice President Approval:

Name:	Title:
Eric Maloof	Vice President for Enrollment Management