

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3142 Past Due Student Accounts	Page 1 of 2
Primary Policy: GAP 1101 Debts to College	
Associated Regulations: SR 2140 Student Appeals	
References: Mo ST. 32.385, Veterans Benefits and Transition Act of 2018 Section 103	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision: 06-19-2019

Three Rivers College in support of its educational mission is committed to the one concept of teaching the principles of personal integrity and responsibility to all persons engaged in learning activities at the college. One concept within this framework is the timely payment of debts when owed.

**Past Due Student Accounts**

Unpaid student balances will be transferred to the collection account 90 days after the last day of each semester. Notice will be sent thirty (30) days before the debt is transferred stating the college's intent to submit the debt to a collection agency or offset program. Three Rivers College reserves the right to withhold services, including but not limited to, issuance of official transcripts and registration until the student's past due balance is paid.

In compliance with the Veterans Benefits and Transition Act of 2018 Section 103, Three Rivers College will not impose any penalty including the assessment of late fees, the denial of access to classes, libraries or other facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet their financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs.

**Contestation of Charges**

Upon request, the Office of Student Accounts will provide an explanation of the amount owed and instructions on who to contact if additional information is needed. Charges that may need additional information include bookstore fines, returned financial aid, disputes over a withdrawal or drop date, and student housing charges. Erroneous charges will be corrected by the Office of Student Accounts. Charges may be appealed as outlined in SR 2140 Student Appeals. The collection process as outlined herein shall continue during the appeal process.

**Missouri Debt Offset Program**

The Missouri Debt Offset Program seizes any state tax refund due and sends this amount to the College to be applied to past due balances. This process will continue until the student's collection account balance has been cleared. The college reserves the right to transfer any collection account balance to a third-party collection agency.

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**DOCUMENT HISTORY:**

- 04-19-2017:** Initial approval of regulation FR 3142 Past Due Student Accounts.
- 01-31-2018:** Clarification of procedure to withhold services if a bill remains past due.
- 06-19-2019:** Clarification added in relation to Veterans Benefits and Transition Act of 2018 Section 103.