



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

Monty Sullivan
System President

Officers:

Paul Price, Jr.
Chair

Willie L. Mount
First Vice Chair

Alterman L. "Chip" Jackson
Second Vice Chair

Members:

- Tari T. Bradford
Cynthia Butler-McIntyre
Helen Bridges Carter
Rhoman J. Hardy
Timothy W. Hardy
Erika McConduit
Michael J. Murphy
Stanton W. Salathe
Stephen C. Smith
Craig Spohn
Stephen Toups

Student Members:

- Matthew Durette
Franchesca Jimenez

Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
Fax: 225-922-1185

www.lctcs.edu

TO: Dr. Monty Sullivan
LCTCS President
FROM: Joseph F. Marin
Chief Administration Officer

APPROVED

Signature and date 6/8/22
LCTCS BOARD OF SUPERVISORS

DATE: June 1, 2022
SUBJECT: Revisions to Policy #5.008, Accounts Receivables Policy

Recommendation: Staff recommends that the Board approve the attached revisions to Policy #5.008, Accounts Receivables Policy.

Background: Act 334, of the 2020 Regular Legislative Session allows public postsecondary education management boards to adopt policies to prohibit the institutions under their supervision and management from withholding student transcripts and other records due to outstanding debt or defaulting on a loan; to prohibit public postsecondary education institutions from withholding certain services due to defaulting on a loan; to provide for definitions; and to provide for related matters.

Revisions to the policy #5.008 include adding clarifying language by which students can receive a transcript if they owe a debt to the college and adding language related to financial holds for individuals whose tuition and fees are being paid by a third party.

There was legislation in the 2022 Regular Legislative Session, by way of House Bill 183, that prohibited institutions from withholding certain enrollment services or withholding a transcript when a student has an outstanding debt with the institution. However, this bill failed to pass and therefore no further edits to the policy, as originally presented for review and advisement, are required. There is one technical edit being proposed related to the last paragraph dealing with approval of college accounts receivable policies by the state Cash Management Review Board which is being recommended to be struck as Attorney General Opinion 10-0090 removed that requirement in 2010 for higher education institutions.

Fiscal Impact: N/A

History of Prior Actions: This policy was originally drafted in March of 2002 and updated in March 2004.

Benefits to System: The proposed policy change ensures compliance with Act 334.

Signature of Monty Sullivan

June 8, 2022

Approved for Recommendation to the Board
Dr. Monty Sullivan, President

Date

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 5.008**

---

**Title: ACCOUNTS RECEIVABLES**

---

Authority: Board Action	Original Adoption: 03/13/2002
	Effective Date: 03/13/2002
	Last Revision: 03/10/2004

---

Accounts receivable represent the unpaid amounts from various types of financial transactions including but not limited to: student tuition, fees, miscellaneous student accounts, returned checks, as well as from sales of products and services to the general public and private sector.

**Accounts Receivable Policy**

It is the responsibility of each Louisiana Community and Technical College System (LCTCS) institution:

1. To determine whether the extension of credit is appropriate and in the best interest of the institution to do so.
2. To establish the terms and/or conditions for payment at the time an account is created and to follow up routinely and diligently on all accounts receivable.
3. To establish procedures for recording and monitoring the credit extended and ensuring that the agreed upon payment is received.

Students, individuals or entities who are in default on obligations or for whom previous obligations have been written off as uncollectible shall not be admitted to the college, ~~or be issued a transcript,~~ without payment in full of any previous unpaid obligations or upon presentation of written evidence of bona fide payment arrangements as approved by the college's chief financial officer, ~~or designee,~~ and documented in the students file. Payment arrangements shall not extend beyond the semester they are admitted.

~~Exception shall be made for classes/courses in which a third party (i.e., company/corporation) is the financial guarantor and is in good standing with the college. In such circumstances, the financial hold may be temporarily lifted to allow registration, acceptance of payment, or be designated as a third-party payee contract for the specific class/course only. All other account activity or access shall remain restricted, as per the original hold process, until such time the outstanding debt to the college(s) has been resolved.~~

~~Financial holds may be overridden to release a transcript when one of the following conditions is met:~~

1. The outstanding debt is paid in full to the college; or,
2. Once the debt has been turned over to either the Attorney General's Office or Office of Debt Recovery, the college confirms a payment plan with the AG or ODR has been established; and the college obtains a promissory note from the debtor memorializing the debt to support litigation should the debtor default on payment.

*February 11, 2004 Amendment:*

*The colleges of the LCTCS are authorized to either adopt the attached general accounts receivable policy as published in the Louisiana Register of November 2002 or write a more specific policy which must be reviewed and approved by the Cash Management Review Board.*

Signature:   
Joseph Marin (Jun 2, 2022 15:23 CDT)

Email: [jmarin@lctcs.edu](mailto:jmarin@lctcs.edu)

# I.11.Policy 5.008 Accounts Receivable memo

Final Audit Report

2022-06-02

Created:	2022-06-02
By:	Sara Kleinpeter (sarakleinpeter1@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAApoz9Z3_WXZkSvhO5X9JCgaSu3ujCZ2Hc

## "I.11.Policy 5.008 Accounts Receivable memo" History

-  Document created by Sara Kleinpeter (sarakleinpeter1@lctcs.edu)  
2022-06-02 - 8:18:29 PM GMT- IP address: 76.165.120.2
-  Document emailed to Joseph Marin (jmarin@lctcs.edu) for signature  
2022-06-02 - 8:19:16 PM GMT
-  Email viewed by Joseph Marin (jmarin@lctcs.edu)  
2022-06-02 - 8:23:17 PM GMT- IP address: 104.47.58.126
-  Document e-signed by Joseph Marin (jmarin@lctcs.edu)  
Signature Date: 2022-06-02 - 8:23:47 PM GMT - Time Source: server- IP address: 76.165.120.2
-  Document emailed to Katie Waldrop (katiewaldrop@lctcs.edu) for signature  
2022-06-02 - 8:23:49 PM GMT
-  Email viewed by Katie Waldrop (katiewaldrop@lctcs.edu)  
2022-06-02 - 9:09:02 PM GMT- IP address: 104.47.58.126
-  Document e-signed by Katie Waldrop (katiewaldrop@lctcs.edu)  
Signature Date: 2022-06-02 - 9:09:53 PM GMT - Time Source: server- IP address: 76.165.120.2
-  Agreement completed.  
2022-06-02 - 9:09:53 PM GMT