



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Accounts Receivable Services
<i>AP Number:</i>	AP 4.01.02
<i>Adoption Date:</i>	3/11/20
<i>Schedule for Review and Update:</i>	Every three years
<i>Review Date(s):</i>	4/6/23
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<i>Sponsoring Unit/Department:</i>	Finance and Administration
<i>Policy Title(s) & No(s):</i>	Financial Controls and Institutional Budget, BP 4.01
<i>Legal Reference:</i>	A.R.S. § 15-1445
<i>Cross Reference:</i>	

PURPOSE

The purpose of this Administrative Procedure is to establish the responsibility for the receipt and refund of Receivables on behalf of the College.

The Office of Accounts Receivable Services is responsible for developing policies and procedures to maintain controls for handling cash and cash equivalents, including Receivables, while minimizing College losses and fraud, based on Statements of Governmental Accounting Standards and State statute.

DEFINITIONS

“Receivables” are business assets in the form of obligations due to the College from others.

“Self-Paying” is a student who is responsible for paying all tuition and fees not covered by a sponsored source, such as Third Party or Financial Aid.

“Third Party” is an agency with a formal billing arrangement with the College to pay all or a portion of a student’s tuition and fees.

SECTION 1: Receipt of Funds

- 1.1 The Director of Accounts Receivable Services shall oversee the receipt of all revenues to the College.
- 1.2 The Director of Accounts Receivable Services shall oversee the:
 - a. Development of operating procedures to support the collection of all outstanding student debt owed to the College;
 - b. Establishment of relevant operating procedures to ensure compliance with current Federal and State statute;
 - c. Implementation and administration of the chosen Payment Management System; and
 - d. Collection and accurate recording of revenue from miscellaneous non-student sources.
- 1.3 Accounts Receivable Services is responsible for the following practices in support of students:
 - a. Providing communication to students regarding the status of their accounts;
 - b. Facilitating the appropriate accounting and application of student tuition exemptions and waivers;
 - c. Creating formal billing arrangements with Third Parties (including, but not limited to, Veterans and Military) to pay the tuition of supported students;
 - d. Designing and monitoring student payment plans; and
 - e. Issuing 1098T forms in accordance with Federal regulations.

SECTION 2: Return of Funds

- 2.1 Accounts Receivable Services has the authority to issue refunds to Self-Paying students or Third Parties in accordance with best practices and College procedures.
- 2.2 Accounts Receivable Services has the authority to process Financial Aid refunds in accordance with U.S. Department of Education regulations, College procedures, and best practices.