

## ***General Policy - Outstanding Payments Due to the College***

### **Policy:**

Payments for services provided by the college or for college facility use are due upon receipt of a bill or as indicated in the particular agreement. Additional expenses cannot be incurred until all outstanding bills are paid in full.

### **Procedures:**

Bills outstanding over 60 days will be turned over to collection and a collection fee will be added to the account. The entity will not be allowed to utilize college property or utilize services provided by the college until all outstanding bills and collection fees are paid in full.

### **Application:**

This policy applies to students, vendors, individuals, businesses and/or any other entity utilizing college property and/or college services (on or off campus). Change of name or buyout of business does not preclude application of this policy.

### **History of This Policy:**

First policy draft April 22, 1999.