
POLICY

It is Aurora College's policy to endeavour to collect all monies owed to the College in a timely fashion.

PRINCIPLES

1. The timely collection of accounts receivable improves the cash position of the College and increases investment revenues.
2. Writing off accounts receivable results in bad debt expense, which may increase the cost of programs, may negatively affect the programming the College can offer, and may result in increases in fees charged to students and other users of Aurora College facilities.

SCOPE

This policy applies to all accounts receivable that are owing to Aurora College, with the exception of accounts receivable that are owed by Aurora College employees where the terms of collection of the accounts receivable are governed by other instruments such as collective agreements.

1.0 COLLECTION OF ACCOUNTS

- 1.1 The Finance Managers and the Corporate Revenue and Collection Officer will review the accounts receivable on a regular basis and follow up amounts for collection.
- 1.2 Collection letters will be sent on a regular basis.
- 1.3 Accounts receivable will be forwarded to the Government of the Northwest Territories, Department of Finance, Office of the Comptroller General for continued collection action when the debt is 180 days old, except as noted in 1.4.

Note: Individual accounts may be forwarded by the Office of the Comptroller General to the Canada Revenue Agency.

- 1.4 Accounts receivable from an individual who was an Aurora College student will be forwarded for collection, as noted above, when the individual has ceased to be an Aurora College student for 180 days.

2.0 WRITE-OFF OF ACCOUNTS

- 2.1 After 6 years, if a debt is not acknowledged, Aurora College is barred by the *Limitations of Actions Act* (R.S.N.W.T. 1988,c.L-8) from taking action to collect on the debt.
- 2.2 After 6 years, outstanding accounts receivable will be sent to the Board of Governors for approval for write-off.
- 2.3 The write-off of a debt does not relieve the debtor of the obligation to repay the debt.

3.0 FORGIVENESS AND REMISSION OF DEBT

3.1 Debts owed to Aurora College may be forgiven, in whole or in part.

3.2 In order for a debt owed to Aurora College to be forgiven, the Director of Finance/CFO in consultation with the President will make a recommendation to the Board of Governors and the Board of Governors will then make a recommendation to the Financial Management Board via the Comptroller General.

4.0 STUDENTS

4.1 Credit will not be given to students unless they are sponsored by another organization or, in special circumstances, if the Director of Finance/CFO approves a Student Payment Plan.

4.2 Students who owe funds from the current academic year or the previous academic year may be permitted to register if a Student Payment Plan has been approved by the Director of Finance/CFO. (Aurora College Bylaw #3, *Student Loss of Privileges, Penalties, Sanctions, and Appeals*, subsection 9.1)

4.3 Penalties for non-payment of student accounts include, but are not limited to, denying students the privilege of participating in convocation and withholding transcripts and documents of recognition. (Aurora College Bylaw #3, *Student Loss of Privileges, Penalties, Sanctions, and Appeals*, subsections 3.4 (f) and 9)

5.0 INDIVIDUALS AND CORPORATE BODIES

5.1 No credit will be given to individuals or corporate bodies unless their account is up to date.

5.2 Individuals or corporate bodies with outstanding accounts will pay in advance to use College facilities or to register in Aurora College courses or programs.

5.3 Aurora College may deny requests for use of its facilities by third parties or refuse to register individuals if they have outstanding accounts.

6.0 GENERAL

4.1 References in this policy to Aurora College staff members in authority (e.g. Director of Finance/CFO or Registrar) may include a delegate acting on his or her behalf.

SUPPORTING PROCEDURES, FORMS, AND RULES

The Director of Finance/CFO (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

RELATED POLICIES

B.16 *Documents of Recognition*

C.12 *Applications and Admissions*

C.44 *Registration*

H.04 *Use of College Property by Third Parties*

J.02 *Fees*

J.04 *Student Financial Credit*

RELATED AURORA COLLEGE BYLAWS

Bylaw #3 *Student Loss of Privileges, Expulsions, and Appeals*

FACT SHEET

DATES:

2003-12	New policy issued. Policy and Programs Committee Motion PPC#84-2003. Board of Governors Motion BG#204-2003. Implemented December 2003.
2016-06-08	Policy revised. Board of Governors Motion BG#18-2016. Implemented July 1, 2016
2018-07-24	Housekeeping changes – new title for policy J.04; deleted reference to J.06; added statement of responsibility for procedures.