

## **Collection of Tuition and Fees on Delinquent Accounts**

Students are expected to promptly pay all tuition and fees by the appropriate due date. At mid-term of each semester, the office of the Comptroller will place a “hold” on the academic records of students who have delinquent accounts and begin assessing a late fee. The Comptroller may also remove students from classes.

Beginning with the next semester, the office of the Comptroller will initiate the process prescribed by law for the collection of delinquent accounts. The Comptroller is authorized to employ the services of a collection agency after due diligence in attempting to collect delinquent accounts. A collection fee may be added to the unpaid balance.

The Board of Trustees authorizes the College Treasurer to allow students to carry-over to the next semester a balance due of up to \$500 or a greater amount if a formal payment plan is approved through the Comptroller. The Board of Trustees also authorizes the College Treasurer to write-off any balances. The Treasurer is also authorized to write-off balances due to bankruptcy proceedings.

Unless approved as stated above, students in debt to Lake Land College for any amount will not be allowed to register and retain scheduled classes. Transcripts will be withheld.