

STUDENT ACCOUNTS PROCEDURES

Summary of Reports

Section 1 - Procedures

- 1 AY1 Tuition Posting
- 2 AY2/AY3 Tuition Posting
- 3 Cash Receipts - Posting Student Payments
- 4 Campus Management University
- 5 Posting Returned Items
- 6 Activity Based Triggers
- 7 Student Accounts Collections-Drop/Terminated (Sent to Con)
- 8 Posting Payments for a Student in Collections
- 9 Posting Scholarships
- 10 Remaining Balance to Schedule (RBS)
- 11 Restart Guidelines
- 12 Stipends and Refunds
- 13 Past Due Cash Flow Detail Report
- 14 Monthly Billing Statements
- 15 Printing Colletion Letters (Student Groups)
- 16 VOID Stipend Checks
- 17 Schedule Student Payments
- 18 Cancel Payment Schedule

Section 2 - Forms

- 1 Student Enrollment Agreement (SEA)
- 2 Tuition Adjustment Worksheet (TAW)
- 3 Retail Installment Contract (RIC)
- 4 Letter of Understanding (LOU)
- 5 Leave of Absence-Student Payments
- 6 Collection Letters
- 7 SJVC Scholarship
- 8 Loan Disclosure Forms - TILA

Section 3 - Other

- 1 Job Description - Campus Student Accounts Bookkeeper
- 2 SA/FA Definitions
- 3 Student Loan Programs
- 4 Start Dates
- 5 Current Tuition Rates
- 6 Fair Debt Collection Practices Act (Deferred Payments for Deployed Troops)
- 7 Program Codes by Campus
- 8 Student Portal Tips / Payments
- 9 Collection Guidelines