

Collection of Accounts/Student Accounts Receivables and Abatement	Procedure Number	308
	Effective Date	May 15, 2026

1.0 PURPOSE

To improve the flow of cash, UA-Pulaski Technical College will actively pursue the collection of accounts/student receivables.

2.0 REVISION HISTORY

- October 1996
- October 2003
- November 2014
- May 2026

3.0 PERSONS AFFECTED

UA-PTC Students

4.0 DEFINITIONS

Abatement – the process of removing the balance from the accounts receivable balance in UA-PTC’s financial statements. After a thorough collection process is followed by UA-PTC, and it is determined that an accounts receivable balance will not be paid in a reasonable time, the balance is no longer considered an asset and is not reflected in the financial statements.

Debtor - someone owing money or having a delinquent account that has not been canceled by court order or discharged in bankruptcy.

Delinquent Account – an account that is past the payment due date on an invoice sent to the client or a student account that has a balance at the end of the semester in which the charge is incurred.

Student Account Receivable – Amounts owed by a student as a result of the educational process. This may include, but is not limited to, amounts owed for tuition, fees, books, supplies, and fines.

Other Accounts Receivable – Amounts owed to UA-PTC as a result of providing goods or services not included in Student Accounts Receivable or as a result of an overpayment for others’ providing goods or services to UA-PTC, including, but not limited to, employee payroll overpayments.


5.0 PROCEDURES

A delinquent account will be sent a letter to the address on file with UA-PTC notifying them that the account has become delinquent and if the account is not paid in full or no payment arrangement is made within 30 days of the delinquent notification letter, the account will be referred to a collection agency and to the Arkansas Individual Income Tax Setoff program. In addition, UA-PTC reserves the right to report delinquent accounts to the appropriate credit bureaus.

The Arkansas Individual Income Tax Setoff program will be utilized for debtors with a balance that exceeds \$50 unless changed by legislation. Each year UA-PTC will submit a list of debtors to the Department of Finance and Administration for tax set-off. UA-PTC will pay any fees that the Department of Finance and Administration charges and will credit the debtor’s account with gross proceeds. UA-PTC and not the debtor pays the Department of Finance and Administration for collection charges for the tax set-off.

UA-PTC will provide written notice to the debtor whose debt has been certified to the Revenue Division of the Department of Finance and Administration of its intention to capture the debtor's state tax refund. Debt set-off letters are sent out annually, typically in November, notifying debtors with past due balances that they have 30 days to either request a hearing protesting the debt's validity or pay their balance in full. Failure to apply for a hearing during the 30-day period will be deemed a waiver of the opportunity to contest the claim causing final set off by default.

Each April, all accounts over two years old will be deemed uncollectible and will be submitted to the State Department of Finance and Administration requesting approval for abatement. If approved, the balance is removed from the student's account, and the account will be flagged with a financial hold. The financial hold will prevent students from registering. The hold will be lifted when the student pays the debt in full.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	UA-PTC Business & Finance Office	May 1, 2026
Ratified by:	Joint Operations Committee	September 28, 2026
Recommended by Chancellor (Signature)		<div style="border: 1px solid red; padding: 2px;">May 15, 2026</div>
UA Policy Alignment:	UA Board Policy 320.1 and UASP 360.1	