

AREA OF RESPONSIBILITY: Student Accounts

RESPONSIBLE CONTACT:: Director of Student Accounts

POLICY IDENTIFICATION: Past Due Collections for Former Students of Virginia Union University

DATE: January 31, 2024

It is the policy of the University that student accounts past due balances that have remained unresolved after 48 months (2 years) from the student's last enrollment at VUU, will be considered for referral to a collection agency.

Procedure:

- Identification of past-due balances
- Notification to Students
- Referral to Collection Agency
- Record Maintenance
- Employee Notification
- Student Notification