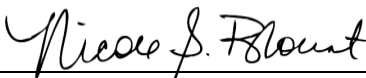


3361:20-17-02

**Collections: credit and collections policies for accounts receivable.**

- (A) It shall be a general policy of the university of Cincinnati to ensure that all accounts receivable are maintained in a current status.
- (B) The vice president for finance, in consultation with the appropriate vice presidents, shall have the authority to see that the necessary procedures are adopted to ensure that payments on account are made promptly and for the full amount due. Procedures to guarantee payment of such accounts shall include, but not be limited to: billings; collection letters; telephone contacts; use of collection agencies; referral to counsel for litigation; withholding transcripts, grades and diplomas; and denial of the ability to register for future terms.
- (C) After all attempts at collection have failed and an account has been judged to be uncollectible, it shall be university policy to remove such accounts from active university records. Judgment regarding placing such accounts in a dormant status shall be the responsibility of the vice president for finance.

Effective: July 26, 2017

Certification:   
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Nicole S. Blount  
Executive Assistant to the Board of Trustees

Date: October 18, 2016

Promulgated under: R.C. Section 111.15  
Rule amplifies: R.C. 3361.03;  
R.C. 3345.21  
Prior effective date: October 12, 1978  
April 23, 1991  
November 17, 1995  
December 18, 1997  
December 19, 2000  
March 21, 2005

November 13, 2006