

## DUAL ENROLLMENT AND GOVERNOR'S SCHOOL

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### **COLLECTION OF DELINQUENT ACCOUNTS**

The Dual Enrollment and Governor's School programs are not requirements for a diploma prescribed by the Standards of Quality and therefore are considered a voluntary enrollment by the parents and the students.

The intent of this policy is to establish a process and procedure to handle situations when students are unable to complete the rigorous courses prescribed in the Dual Enrollment and Governor's School programs, as well as ensure timely collection of unpaid tuition balances and delinquent accounts. Students must complete Dual Enrollment courses with a C grade or higher. If a student earns a D or F in any Dual Enrollment course, parents/guardians will be expected to pay for the course(s). Students will not continue in the Dual Enrollment program until payment has been received. The Governor's School program is a two-year commitment. Failure to obtain a C grade or higher or to complete the program in its entirety will result in the parents/guardians being charged the full amount of the Governor's School tuition.

### **I. Communicating the Policy**

- 1.a. The written Dual Enrollment and Governor's School tuition charge policy will be communicated to the household by:
  - i. Posting on the Mecklenburg County Public Schools division website;
  - ii. Including in the student program of studies handbook;
  - iii. Providing access to all transfer students during the school year.
- 1.b. The written Dual Enrollment and Governor's School tuition charge policy will be communicated to all high school advisors/counselors prior to the first day of school.

### **II. Notifying the Household of tuition balance**

- 2.a. Central office will notify a household of a tuition balance by:
  - i. 1<sup>st</sup> notice will be via letter;
  - ii. 2<sup>nd</sup> notice will be via certified letter;
  - iii. 3<sup>rd</sup> notice will be via a phone call from Central office.
- 2.b. Notifications to households will include the amount of the tuition owed, expected payment dates, the consequences of non-payment, and where questions or assistance may be directed.
- 2.c. The persons responsible for managing unpaid tuition are:
  - a. School bookkeepers will maintain an accounting of student balances at the school.
  - b. Central office will contact households.

### **III. Delinquent debt regarding tuition.**

- 3.a. The student's household will be notified that the debt has been deemed delinquent after:
  - i. At least four successive attempts have been made to collect the debt;
  - ii. Payment arrangements have not been secured by written agreement.
- 3.b. The student may not be eligible to participate in extra-curricular activities while he/she have an outstanding balance.

### **IV. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school semester. Bad debt is unallowable and cannot be carried over to the next school semester or school year. Parents or guardians are responsible for paying the bad debt.**

- 4.a. At the end of the school year, the school bookkeeper and the Finance Director will evaluate all delinquent debt for conversion to bad debt.

- 4.b. Efforts to collect delinquent and/or bad debt will be handled by:
  - i. Send First and Second Letters;
  - ii. Phone calls;
  - iii. Notice of Adverse Action/potential collections;
  - iv. Collection efforts may be enforced.

**V. Collection procedures for Delinquent and Bad Debt- Adverse Action**

- 5.a. When a household has been charged tuition, the debt has been carried over for more than one successive semester, and all attempts to collect the debt in the delinquent phase have been exhausted to no avail, collection procedures will be initiated.
- 5.b. The household will receive a Notification/Notice of Adverse Action stating collection procedures have begun.
- 5.c. If payment is not received, the following may occur:
  - a) Student will be removed from Dual Enrollment classes and rendered ineligible for further enrollment in our Dual Enrollment program;
  - b) Student non-participation in extracurricular activities;
  - c) Collection procedures with the Mecklenburg County Court System.

**VI. Assistance to Households**

Households with questions or needing assistance may contact the school office where their student attends or Dr. Jeffery Scales at: (434) 738-6111, 175 Mayfield Drive, Boydton, VA 23917, jscales@mcpsweb.org.