

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	UNCOLLECTIBLE STUDENT ACCOUNTS	Procedure Number:	6-5-103.1
Institutional Authority:	Chief Business Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	6-5-103		

Approved:   
President

  
Chief Business Officer

Date  
Adopted: 07/01/2004

Date  
Revised: 09/11/2023

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

1. Statements for outstanding accounts are available electronically at all times to each student via the student portal. Any students with past-due account balances above the approved threshold are placed on restriction when a payment is missed from a payment plan or their financial aid is revoked. Student accounts are also reviewed at the end of each semester, and any students with past-due account balances above the approved threshold that were not placed on restriction previously are at this time. When a restriction is placed on the account, the student is immediately notified in Self-Service.
2. Uncollected accounts are notified and subsequently submitted to the South Carolina Department of Revenue Setoff Debt program in conformance with the procedures published by the South Carolina Department of Revenue.
3. After 548 days of no payment activity, an account is considered uncollectible and included on the list presented to the Aiken County Commission for Technical and Comprehensive Education for bad debt write-off approval. The debt will continue to be processed through the South Carolina Department of Revenue Setoff Debt program each year until collected.