

Regulations of the University of North Texas System	Chapter 08
08.14000 Student Accounts Receivable	Fiscal Management

08.14001 **Regulation Statement.** The University of North Texas System shall follow Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements regarding Student Accounts Receivable recording, reconciling, aging, allowance, and write-offs.

08.14002 **Application of Regulation.** UNT System Controllers, UNT System Student Accounting Services and UNT System Financial Reporting

08.14003 **Definitions.**

1. **Student Accounts Receivable.** “Student Accounts Receivable” means a legally enforceable claim for payment from any university student for charges and loans made for tuition or fees
2. **Student Accounts Receivable Aging.** “Student Accounts Receivable Aging” means categorization of Student Accounts Receivable balances based on the length of time the receivable has been outstanding.
3. **Student Accounts Receivable Allowance.** “Student Accounts Receivable Allowance” means an estimate of Student Accounts Receivable amounts that may be uncollectible.
4. **Student Accounts Receivable Write-off.** “Student Accounts Receivable Write-off” means a reduction in the recorded amount of the receivable. A write-off occurs upon the realization that the receivable no longer can be converted into cash.

08.14004 **Procedures and Responsibilities.**

1. **Inclusion in Student Accounts Receivable.** The UNT System Controller and the Director of Student Accounting Services shall review all Student Accounts Receivable to determine if a specific Student Account Receivable is appropriate for inclusion in the Student Accounts Receivable System (PeopleSoft Campus Solutions), or in an approved campus-based third party

financial system. Third party financial systems will properly account for certain student fee charges and collections and will interface summary financial transactions into the General Ledger on a regularly scheduled timetable, quarterly at a minimum, established by the UNT System Controller, UNT System Student Accounting Services, UNT System Financial Reporting, and applicable Campus Departments.

Responsible Party: UNT System Controllers, UNT System Student Accounting Services and UNT System Financial Reporting

2. Recording Student Accounts Receivable. All Student Accounts Receivable, including loans administered by an Institution, shall be recorded in the General Ledger at least monthly.

Responsible Party: UNT System Controllers, UNT System Student Accounting Services, and UNT System Financial Reporting

3. Student Accounts Receivable Reconciliation. Student Accounts Receivable balances shall be reconciled at least monthly to the General Ledger in accordance with UNT System Regulation 08.5000, Reconciling and Verifying General Ledger Accounts and Other Financial Information.

Responsible Party: UNT System Controllers, UNT System Student Accounting Services and UNT System Financial Reporting

4. Student Accounts Receivable Aging and Allowance. All Student Accounts Receivable billings and collections shall be assessed and evaluated on an annual basis to create a Student Accounts Receivable aging schedule.

- a. The aging schedule shall be used to establish an estimate for a Student Accounts Receivable Allowance.
- b. The UNT System Controllers, or their designee, shall review the Student Accounts Receivable aging schedule for completeness and accuracy by reconciling totals to the General Ledger to ensure that Student Accounts Receivable are appropriately aged.
- c. The Student Accounts Receivable Allowance General Ledger balance shall be reviewed and updated at least annually.

Responsible Party: UNT System Controllers, UNT System Student Accounting Services and UNT System Financial Reporting

5. Student Accounts Receivable Write-offs. According to the Office of the Attorney General (OAG) Collections Process: *Agencies must take all appropriate and cost-effective actions to aggressively collect accounts receivables.* Only after the Institution and the OAG have attempted collection without success may a Student Accounts Receivable be written-off of the financial accounting records.

Responsible Party: UNT System Controllers, UNT System Student Accounting Services and UNT System Financial Reporting

6. No Forgiveness of Debt. The write-off of Student Accounts Receivable is an accounting entry only and does not relieve the debtor from financial responsibility to the Institution. It is the responsibility of UNT System Student Accounting Services to maintain adequate records related to legal debts owed by students to each Institution.

Responsible Party: UNT System Controllers, UNT System Student Accounting Services and UNT System Financial Reporting

References and Cross-references:

UNT System Regulation 08.5000, Reconciling and Verifying General Ledger Accounts and Other Financial Information

UNT System Regulation 08.13000, Accounts Receivable Allowance

American Institute of CPAs, *State and Local Government Audit and Accounting Guide*, Section 6.15

Governing Accounting Standards Board Statement No. 34, footnote 41

Forms and Tools: N/A

Approved: August 15, 2016

Effective: August 15, 2016

Revised: