

PIONEER CAREER & TECHNOLOGY CENTER COLLECTION POLICY

A. Withdrawal from Program

1. Within thirty days of withdrawal, a final balance invoice (including any adjustments - positive or negative) will be sent to student.
2. If the final invoice is not paid within thirty days after mailing of the invoice, a certified letter will be sent advising the student they are being turned over for collection.
3. If the balance is not paid within the following thirty days of the letter advising them of collection, the balance is to be turned into the collection agency.

B. Completion of Program

1. Entire balance is due upon completion of the program.
2. Certificate or Passport will not be issued until the balance is paid in full.
3. Final invoice will be sent within 30 days after completion of the program.
4. If the final invoice is not paid within thirty days after mailing of the invoice, a certified letter will be sent advising the student they are being turned over for collection.
5. If balance is not paid within the following thirty days of letter advising them of collection, the balance is to be turned into the collection agency. If the balance on the account being sent for collection is less than \$20.00, that balance will be written off at fiscal year-end.

C. Refunds & Adjustments

1. No refunds of less than \$10.00 will be issued.
2. No adjustments of less than \$10.00 will be recorded on a student fee account unless that account qualifies for write-off at fiscal year-end.