

 <b>Methodist College</b> UnityPoint Health	Page # 1 of 1	Section: SH	Policy #: S84
	Approval: <i>Dr. K. P. A. [Signature]</i>		Date: 04/2015 Review by: 04/2018
	Date Revised: NEW		
	Policy/Revision Submitted by: Tim Dietz		
<b>SUBJECT: Collection Policy</b>			

**I. POLICY:**

**Collection Policy**

If no payments have been received in accordance with the Tuition and Billing Policies and Procedures, the student will receive a letter informing them of their 60 day delinquency on their tuition. Additional fees will be assessed and a hold will be placed on their ledger. If no response is received, a second letter will be sent within 60 days of the first letter, at which time, additional late fees will be assessed to the student's ledger. If no response is received from the second letter, a third letter will be sent to the student informing them of their account being turned over to collections, at which point the student will have to settle their account with the collection agency directly. Any student turned over to collections by Methodist College will not be allowed to apply or be considered for readmission until delinquency is rectified.