

CHANCELLOR'S PROCEDURE FOR POLICY
317.01: Cancellation of Uncollectible Debt

1. Each institution must take appropriate measures, including utilizing the services of a collection agency, to collect all outstanding debt.
2. After all methods of collection have been exhausted and the debt is deemed uncollectible, the institution must submit a letter to the Chancellor to request cancellation of the uncollectible debt. The request must include a letter from a collection agency stating that the debt is uncollectible, the date the debt was due, the debtor's name, and the dollar amount owed.