

Collection Policy

Student accounts over 120 days past due will be subject to collection procedures. Balances less than \$30 will not be placed in collection status.

Procedure

Each student with an account over 120 days past due will be sent a letter notifying them they have 21 days to respond or their account will be turned over to the Minnesota Department of Revenue, Collection Division (MDOR).

Students who respond within the 21 day deadline will have the option to:

- pay their account in full.
- appeal the charges on their account, or prove it is not a valid obligation.

Students who do not respond within the 21 day deadline will have their account submitted to MDOR for collection.

After an account has been submitted to MDOR the College is no longer involved in the collection process. The student must deal directly with MDOR.

We have listed the contact information here for your convenience:

MDOR –Collection Division, MS6550 – CLR,

St. Paul, MN 55164-0447

Phone: 651 556 3003

Email: mdor.collection@state.mn.us

The College will respond to requests from MDOR to provide documentation regarding the student's debt.

Also see:

Minnesota State Colleges and Universities procedure 7.6.2 Accounts Receivable Management

<http://www.mnscu.edu/board/procedure/706p2.html>