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Revision Responsibility: Associate Vice President for Business Services  
Responsible Executive Officer: Vice President for Finance and Administration

Source/Reference: [TBR Guideline B-010](#)  
Tennessee Code Annotated Section 49-9-108

## **PURPOSE**

To define Columbia State Community College collection procedures, define circumstances under which student records may be encumbered, and define procedures for withholding amounts owed by employees from paychecks.

## **POLICY**

- I. Columbia State adheres to Tennessee Board of Regents (TBR) [Guideline B-010](#) relative to collection of accounts receivable. The TBR guideline is incorporated into this policy by reference herein and may be accessed through the TBR web site:

[TBR Guideline B-010](#)

- II. Encumbrance of Student Records for Non-Payment of Obligations

A student must pay all past due debts and obligations incurred in prior academic terms before being permitted to register. Authorized aid in the current year can be used for prior year charges up to the amount allowed by federal regulations. No grade reports, certificates of credit, diplomas or transcripts will be issued to any student with any unpaid debt or obligation owed to Columbia State unless the debt or obligation is evidenced by notes or other written contracts providing for future payment.

- III. Employee Receivables

Receivables from employees may be deducted from an employee's paycheck in accordance with [TBR Guideline B-010, Section 3](#).

*Revised March 2018*