

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. E5
	ORIGINATOR Director, Student Services	
	APPROVED BY President's Executive Committee	
TITLE UNRETURNED COLLEGE PROPERTY AND UNPAID DEBTS	EFFECTIVE DATE 2005.05.04	REPLACES 2000.05.24

PREAMBLE

While attending Algonquin College, students make arrangements for the loan of athletic or audio-visual equipment, books and other College property. As well, students may incur debts to the College Bookstore, the Resource Centre and other departments. At the end of the loan period, or at the end of each term, students are to honour these obligations.

POLICY

The College will formally notify students of any outstanding obligations and will take appropriate actions should these not be met.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. Each department will publish at the beginning of the academic year, an outline of the conditions governing student use of the equipment and/or services provided by that particular department.
2. Not less than 14 days prior to the end of the term, each department will communicate in a secure manner to each student so indebted identifying:
 - 2.1 the outstanding obligation(s);
the process to clear the obligation(s); and
the actions the College will initiate if the obligation is not met.
 - 2.2 If a student does not clear his or her obligation prior to the end of the term, or end of the program in continuous intake or short programs, the College will:
 - not produce a transcript, diploma or certificate
 - deny further registration by the student, with the exception of Learning Resource Centre encumbered students
 - encumber the student's academic file.

3. In the case of students who incur obligations during the last 14 days of a term and default on these obligations during that period, the lender will initiate the process as described in 2.2 and notify the student.
4. Prior to the end of each term and in accordance with 2.2, the departments concerned will enter encumbrances on the system or compile and forward to the Registrar a list of those students who have failed to meet their obligations.
5. To have an encumbrance lifted, a student will obtain proof of fulfilment of the outstanding obligation from the department concerned, and the department will then lift the encumbrance, or present this proof to the Registrar's Office.
6. If an encumbrance is as a result of an NSF cheque, the financial obligations may only be cleared by cash, certified cheque, debit card or verified credit card.

RELATED DIRECTIVES

Glossary of Terms

Emergency Loans and Advances - E14

Resource Centre Loans & Fines Policy - G6

(original signed by)

Vice President, Student Life &
Human Resources

(original signed by)

Vice President, Finance
& Administration