SA 14  Unreturned College Property and Unpaid Debt

Classification:  Student Services
Responsible Authority:  Registrar
Executive Sponsor:  Vice President, Student Services
Approval Authority:  Algonquin College Executive Team
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Mandatory Review Date:  2022.02.15

PURPOSE
To outline the required process for the collection of College property or unpaid debts.

SCOPE
Students who have not returned borrowed College equipment or who have outstanding College debts.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ACSIS</td>
<td>Algonquin College Student Information System</td>
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<tr>
<td>NSF check</td>
<td>Non Sufficient Fund check returned by the bank due to lack of sufficient</td>
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<td></td>
<td>funds in the holder’s account</td>
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<tr>
<td>Obligation</td>
<td>Need for student to return borrowed equipment or pay outstanding debt</td>
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POLICY

1. Students, while attending the College, make arrangements for the loan of athletic or audio-visual equipment, books and other College property. At the end of the loan period, students will return the items they have borrowed.

2. During the term, students may incur debts to the College Bookstore, the Library and other departments and will pay these debts by the end of each term.

3. Each department will publish at the beginning of the academic year the conditions governing the borrowing of equipment by students and/or the costs of services provided to students by that particular department.
4. Not less than ten (10) working days prior to the end of the term, each department will communicate in writing to students who have not returned borrowed equipment or have incurred a debt:
   a. the outstanding obligation(s);
   b. the process to clear the obligation(s); and
   c. the actions the College will initiate if the obligation is not met.

5. If a student does not clear his or her obligation prior to the end of the term, or at the end of a program with a continuous intake, the College will:
   a. withhold the credential and official transcript;
   b. deny further registration by the student, except if the student is encumbered by the Library;
   c. apply an encumbrance to the student file.

6. 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 department will notify the student as described in article 5 above.

7. To have an encumbrance removed, a student will require proof of having cleared the outstanding obligation with the department concerned and the department will subsequently remove the encumbrance on ACSIS.

8. If an encumbrance is as a result of an NSF cheque, the financial obligations may only be cleared by payment on the student account.

**PROCEDURE**

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>1. Publish the conditions governing the borrowing of equipment by students and the costs of any service provided by the department at the beginning of the academic year.</td>
<td>Department</td>
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</table>
| 2. Ten (10) working days before the end of the term, write to students who have not returned equipment or have not paid their debt indicating:  
   a. the outstanding obligation(s);  
   b. the process to clear the obligation(s); and  
   c. date by which obligation(s) are to be cleared;  
   d. the actions the College will take if the obligation is not met. | Department |
| 3. Enter encumbrances on ACSIS for those students who have not cleared their obligations. | Department |
| 4. Withhold the transcript or credential, and deny further registration by the encumbered students, with the exception of the Library encumbered students. | Registrar’s Office |
5. Remove the encumbrance on ACSIS once the student has presented proof of having cleared the obligation with the department concerned.

SUPPORTING DOCUMENTATION
None

RELATED POLICIES
SA06 Fees
SA 10 Emergency Loans and Advances
AA31 Algonquin College Library

RELATED MATERIALS
None