

SA14**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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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

Word/Term	Definition
AC SIS	Algonquin College Student Information System - Student Portal; this is the student web-based portal that reflects student status changes, such as encumbrances, made in the Student Information System.
Encumbrance	A student status related to a student account used to deny further registration, and withhold all transcripts and credentials until financial or other obligations have been met.
NSF check	Non-Sufficient Fund cheque returned by the bank due to insufficient funds in the holder's account.
Obligation	Need for student to return borrowed equipment or pay outstanding debt.

POLICY

1. Students, while attending the College, may make arrangements for the loan of athletic or technical 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 via email to students who have not returned borrowed equipment or have incurred a debt:
 - a. the outstanding obligation(s);
 - b. the process to meet the obligation(s);
 - c. the date by which obligation(s) are to be met; and
 - d. the actions the College will initiate if the obligation is not met.
5. If a student does not meet their 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; and
 - 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 Item 5 above.
7. To have an encumbrance removed, a student will require proof of having met the outstanding obligation with the department concerned and the department will subsequently remove the encumbrance on the student information system, which will be reflected on ACSIS (student portal)
8. If an encumbrance is as a result of an NSF cheque, the financial obligations may only be met by making a payment on the student account.

PROCEDURE

Action	Responsibility
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.	Department
2. Ten (10) working days before the end of the term, write via email to students who have not returned equipment or have not paid their debt indicating: <ol style="list-style-type: none"> a. the outstanding obligation(s); b. the process to meet the obligation(s); c. the date by which obligation(s) are to be met; and d. the actions the College will take if the obligation is not met. 	Department
3. Enter encumbrances on the student information system, which will be reflected on ACSIS (student portal) for those students who have not met their obligations.	Department
4. Withhold the transcript or credential, and deny further registration by the encumbered students, with the exception of those students encumbered by the Library.	Registrar's Office

5. Remove the encumbrance on the student information system, which will be reflected on ACSIS (student portal) once the student has presented proof of having met the obligation with the department concerned. Department

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AA31 Algonquin College Library
AD11 Student Activity Fees
SA06 Fees
SA10 Emergency Loans and Advances

RELATED MATERIALS

None

Appendix 1:

None