

Complete Policy Title: Departmental Charges Made to Student Accounts	Policy Number (if applicable): N/A
Approved by: Director, Financial Services	Date of Most Recent Approval: August 27, 2008
Date of Original Approval(s):	Supersedes/Amends Policy Named: Uncollected Department Charges
Responsible Executive: Director, Financial Services	Enquiries: Finance Director
<i>DISCLAIMER: If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails</i>	

This policy pertains to Departmental charges made to Student Accounts. This applies to charges such as Library fines, student damage charges, parking fines, chemistry fines, audio visual charges, letters of permission, etc.

Any charges to be processed should be received no later than the last working day in December for first term, no later than the last working day in April for the second term and no later than the last working day of August for the summer term.

Departmental charges made prior to the date of a student's withdrawal or graduation, that prove to be uncollectible, will be written off to bad debts.

Departmental charges made to Student Accounts after the date of a student's withdrawal or graduation, that prove to be uncollectible, will be charged back to the originating department.