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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 in accordance with [TBR Guideline B-010, Sections 2.F and 2.G](#). 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 in accordance with [TBR Guideline B-010, Section 2.E](#).

- III. Employee Receivables

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

*December 1988; Revised: January 17, 2001 (revised and new policy format); December 12, 2011 (new policy format and updated titles; Revised March 2018; Reviewed and accepted by Cabinet, approved and signed by the President April 2021.*