



Northlands College Policy Accounts Arrears

POLICY STATEMENT

Northlands College should make every effort to collect outstanding accounts receivable.

GUIDELINES

1. Accounts are overdue when they are not paid within 60 days of invoice date in accordance with the signed contract.
2. Northlands College will make every effort to collect outstanding accounts and will deal with those accounts in an expeditious and timely manner.

PROCEDURES

1. Accounts receivable shall be monitored on a regular basis and action taken on overdue accounts by the Director of Finance and Operations.
2. A list of outstanding program or administration receivables will be presented to the Board annually. The Director of Finance and Operations shall report on any action taken to date and recommend further action for the Board's consideration.

Policy Originated: October 2002	Approved by: President & CEO
Last Approved: January 2018	Signature: 