

## Request for Accounts Receivable Write-Off Form

(Complete the form even if no write offs are requested. Please complete information and sign and enter 'NONE'.



**BAU**  
Bay Atlantic  
University

The Accounts Receivables Office has reviewed all past due receivables six (6) months old and older; every collection effort has been made and no further collection is foreseen. A written explanation is provided as to why any receivable six (6) months or older should not be written off and when collection is anticipated.

<input type="checkbox"/>	Statements or invoices are accessible by students in real time.
<input type="checkbox"/>	A periodic aging of accounts receivable is prepared.
<input type="checkbox"/>	The aging is reviewed by the CFO.
<input type="checkbox"/>	Invoices with reminders or collection letters are mailed for all past due accounts.
<input type="checkbox"/>	Phone calls are made for all past due accounts.
<input type="checkbox"/>	Holds are placed on the release of student grades and records and on registration for course work.
<input type="checkbox"/>	After six (6) months, an external collection agency is used for all past due accounts totaling \$50 or more.
<input type="checkbox"/>	Our justification for not using a collection agency is _____

**Note:** Accounts of students who are currently enrolled should not be written off.

Summary for Write Offs	Total
Accounts returned by a collection agency	_____
Accounts over three years' old	_____
Accounts under \$50 over six months old either with incorrect address or billed at least three times, including collection notice	_____
Residual amounts under \$2.00, including student account receivable	_____
Accounts that belong to applicants who transfer out before officially enrolling in courses	_____
Accounts that belong to applicants who enroll during course registration but do not attend classes at all and therefore are withdrawn at the end of the semester (and whose I-20s are terminated due to this reason if they are F1 visa students)	_____
Other (please explain) _____	_____

Total number of accounts in write off \_\_\_\_\_ Total dollar value of write off \$ \_\_\_\_\_

**Requestor** : \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Accounts Receivable Officer)

**Reviewer** : \_\_\_\_\_ **Date:** \_\_\_\_\_  
(CFO)

