

Reading Area Community College

Policy on Collection of Past Due Balances for VA Students

Purpose

This policy defines Reading Area Community College's (RACC) procedures regarding the collection of past due tuition and fee balances for students receiving educational benefits from the U.S. Department of Veterans Affairs (VA) under Chapters 31 and 33.

The intent of this policy is to ensure compliance with VA regulations and to protect veteran students from inappropriate collection actions while the institution awaits payment from the VA.

Policy Statement

RACC does not forward or refer VA students to external collections for past due tuition and fee balances. Veteran students using Chapter 31 or Chapter 33 benefits are considered exceptions to the institution's general student collections procedures.

For these students, RACC's practice is as follows:

- VA students are not subject to the College's standard collection activity while awaiting payment from the VA.
- The College relies on the payment information and certifications submitted to the VA to manage and reconcile any current activity or unpaid balances.
- Any balances pending VA payment are monitored internally by the Financial Aid and Business Offices until the payment is received and posted.
- If a residual balance remains after VA payment, the student will be notified and allowed to resolve it through standard institutional billing processes.

Collections Activity Exception

This exception applies only to balances resulting from VA educational benefit billing delays or administrative processing. It does not apply to non-VA-related debts, such as bookstore charges, housing (if applicable), or other non-tuition fees incurred outside the VA-certified costs.

Account Oversight

The Financial Aid Office and Business Office jointly:

- Track all pending VA transactions;
- Verify tuition and fee certification amounts; and
- Reconcile payments upon receipt from the VA.

All documentation of pending and paid VA transactions is maintained in accordance with Title 38 compliance requirements and may be reviewed during VA or State Approving Agency audits.

Effective Date

August 1, 2019

Financial Aid Director – Reading Area Community College

Business Office Representative – Reading Area Community College