
	Title: Deceased Student Procedure	Procedure# PRO-703 Revision #
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Approved By:	Administrative Team	Date Approved: 12/17/2014
Approved By:	College President's Signature 	Date Approved: 12/17/2014

Review Effective Date: 12/13/2020	College President's Signature 	Date Approved: 12/13/2017
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### 1. PURPOSE

In the event of a student death, Northwest Indian College will remove any current or outstanding debt due by a student. The purpose of the Procedure is to be sensitive to the student's family and ensure proper procedures are followed.

### 2. BACKGROUND

In the past, Northwest Indian College has removed student debt if the student is deceased. The practice was to remove any outstanding debt on the student's account as long as the student was entered into the system as deceased. This practice ensured that families of the deceased did not receive statements showing outstanding debt or any other items that may be mailed to students.

### 3. SCOPE

This procedure will affect all students who are deceased only if required documentation has been submitted to the Enrollment Services Office.

### 4. RESPONSIBILITY

Accounts Receivable is responsible for removing all charges on the deceased students account.

Enrollment Services is responsible for updating Student Information.

### 5. PROCEDURE

Upon receiving documentation of a deceased student (death certificate, memory card or obituary), Enrollment Services marks the student as deceased in "Student Information" – Biograph tab in Jenzabar, an undeliverable – mail hold is placed on the student's account, and a

notification is sent to Accounts Receivable in the Business Office. Documentation is placed in the student's permanent record.

Accounts Receivable will credit the student's account and the outstanding debt will be debited to A/R Allowance for Uncollectables.

## **6. RELATED INFORMATION**

**Posthumous Degree Policy**