

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1101 Debts to the College	Page 1 of 2
Associated Regulation: PR 4520 Payroll Deductions	
References:	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 03-24-2010	Last Revision: 03-15-2022

Three Rivers College in support of its educational mission is committed to the concept of teaching the principles of personal integrity and responsibility to all persons engaged in learning activities at the college. One concept within this framework is the timely payment of debts when owed.

Appropriate due dates for debts to the College will be set and adhered to for all individuals doing business with Three Rivers College. All debts not paid by the published due dates will be considered past due.

Three Rivers College reserves the right to use any and all legal means to collect past due debt including but not limited to the placement of said debts with a collection agency and the appropriate legal action as allowed under local, state, and federal statutes.

Employees of Three Rivers College who owe monies to the College which are past due will incur payroll deductions to satisfy the balance owed. Financial Services in collaboration with the Office of Human Resources will determine the withholding according to applicable laws.

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**DOCUMENT HISTORY:**

- 03-24-2010:** Initial approval of policy GAP 1001 Debts to College.
- 01-13-2016:** Minor Revision to GAP 1001 Debts to the College. GAP 1001 Debts to the College was revised to GAP 1101 Debts to the College due to the addition of sub section number 1100 College Operations to provide proper alignment of section and subsection numbering system.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 03-15-2022:** Revision of pay period for withholding of debts to the College according to applicable law.