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Policies & Procedures

5 Receivables

5.1 Managing Receivables

5.2.1 Obtain Access to Banner Accounts Receivable (Banner AR)

5.2.2 Create a New Non-Student (General-GAR) Account

5.2.3 Process (Assess) Non-Student (General-GAR) Charges in Banner AR

5.2.4 Determine Whether a Student Charge

5.2.4 Determine Whether a Student Charge Qualifies as a Receivable

Policy Statement

All goods and services provided by the University of Illinois System must be consistent with the system's mission of instruction, research, public service to the community, and economic development. Student Accounts Receivable (SAR) charges must also be consistent with the [University's Undergraduate Guaranteed Tuition Program](#). Assessment does not guarantee payment, so SAR charges must be reasonably collectible if assessed outside the system's normal tuition and fee assessment process.

Applicability of the Policy

All student charges.

Procedure

To determine whether a student charge qualifies as a receivable:

1. Ensure that the charge is consistent with the system's mission and [Undergraduate Guaranteed Tuition Program](#), and is reasonably collectible if assessed outside the system's normal tuition and fee assessment process.
2. Follow the flowchart below:

Qualifies as a  
Receivable

5.2.5 Process  
(Assess)  
Student (SAR)  
Charges in  
Banner AR

5.2.6 Process  
(Assess) Study  
Abroad  
Charges in  
Banner AR

5.3.1 Calculate  
Your Allowance  
for  
Uncollectible  
Receivables

5.3.2 Collect  
Delinquent  
Accounts  
Receivable

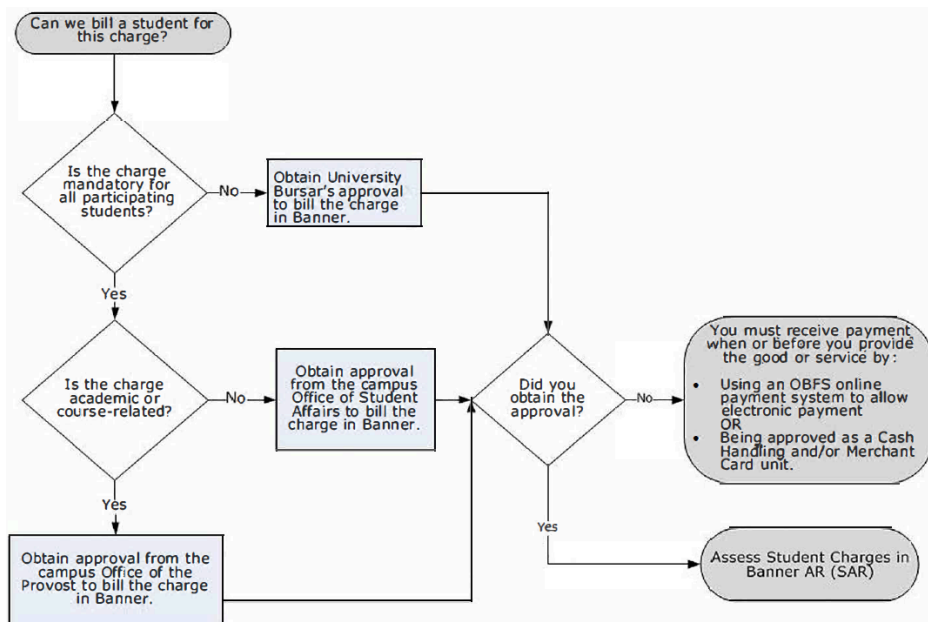
5.4 Request an  
Exemption from  
Using Banner  
AR

Accounts  
Receivable  
Resources

Responsibilities

Definitions

University  
Bursar Who to  
Ask



[Enlarge the flowchart](#) | [Download PDF version of the flowchart](#)

**Note:** Requests to assess SAR charges outside the system's normal tuition and fee assessment process will be denied if the requested charges appear to contradict the [University's Guaranteed Tuition Program](#) or are determined to be not reasonably collectible. If the SAR charge request is denied, University Bursar will work with the requesting unit to develop an alternative payment solution.

## Policy Information

### First Published

March 2010

### Last Updated

January 2025

### Last Reviewed

January 2025

## Additional Resources

[Undergraduate Guaranteed Tuition Program](#)

## Business and Finance

For questions or concerns about the BusFin site, please contact [sharedservices@uillinois.edu](mailto:sharedservices@uillinois.edu).

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