

# Collection Cost Worksheet

## Why this worksheet?

As an **ACA Blueprint Certified collection agency** and **Ethics Award recipient**, we recognize the potential litigation risks your school and our agency may be subject to related to the improper assessment (YOU) and administration (US) of collection costs. The following simple worksheet will ensure that WE have taken reasonable and appropriate measures to ensure potential risks are minimized.



Please check all that apply:

\* = required

### 1. Registration Agreement

- All students execute Registration Agreement (required)
  - Hard copy with written signature
  - Online with electronic signature
- Collection fee/costs are disclosed within registration agreement\*
- Document/signature is available in the event of a dispute\*
- Registration documents and signatures are retained
- Do not have Registration Agreement

### 2. Student Handbook

- All students acknowledge the handbook
  - Hard copy with written signature
  - Online with electronic signature
- Collection fee/costs are disclosed on page \_\_\_\_\_
- Student Handbook acknowledgement signatures are retained
- Document/signature is available in the event of a dispute
- Do not have Student Handbook

### 3. Billing Statement

- Hard copy
- Electronic billing
- Collection fee/costs terms are disclosed on Billing Statement
- Do not have Billing Statement

### Questions?

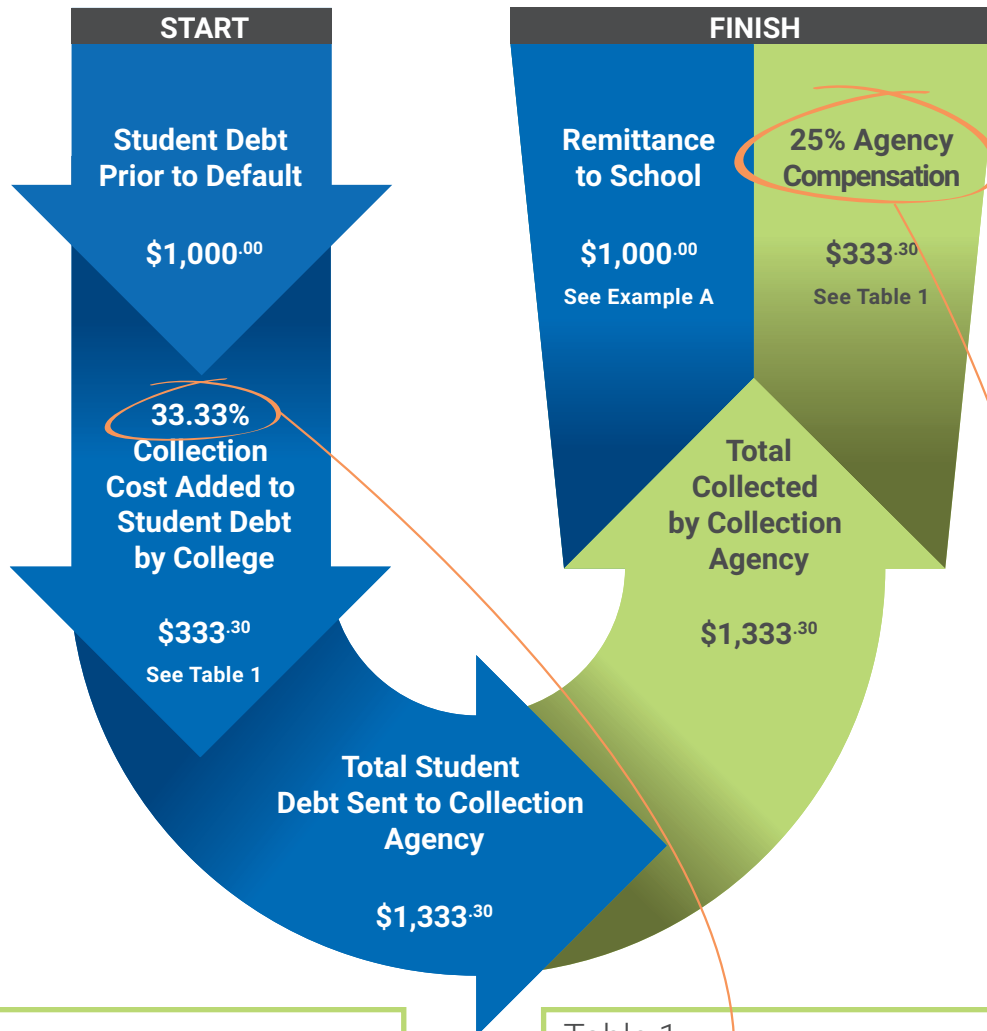
Call: 800.724.7500, option 6

Email: [clientcare@conserve-arm.com](mailto:clientcare@conserve-arm.com)

IMPORTANT NOTICE: In the event that College/University decides to add collection costs to any tuition account, it is recommended that the institution disclose these costs (1) at the time of registration, (2) in the student handbook, and (3) on each billing statement. It is also important for the institution to obtain student acknowledgments via signatures and retain these records to mitigate the risk of potential disputes and complaints. Under Federal law, consumers may seek damages from debt collectors if the debt collector attempts to collect an amount incidental to the original debt that is not permitted by law or if the amount is not expressly authorized by the agreement creating the debt. 15USC1692(f)(1). FTC Statements of General Policy of Interpretation Staff Commentary in the FDCA, 53 Fed Reg. 50097 50107-08 (December 13, 1988).



# Collection Cost: **Make Whole Method**



Make Whole Method	
Student Debt Prior to Default	\$1,000.00
Collection Cost Added to Student Debt by College (33.33%)	+ \$333.30
<b>Total Student Debt Sent to Collection Agency</b>	<b>\$1,333.30</b>
Collection Efforts	
Total Collected by Collection Agency	\$1,333.30
Agency Compensation Rate of 25% for Services	- \$333.30
<b>Final Remittance to College</b>	<b>\$1,000.00</b>

Collection Cost %	Equates To	Agency Compensation %
29.87%	=	23.00%
<b>33.33%</b>	=	<b>25.00%</b>
39.86%	=	28.50%
42.86%	=	30.00%
49.25%	=	33.00%
53.85%	=	35.00%

## Let's **Get Started!**

Call **(866) 761-0700**, email [salesinfo@conserve-arm.com](mailto:salesinfo@conserve-arm.com) or visit [conserve-arm.com/meet-conserve](http://conserve-arm.com/meet-conserve)