



College of Paramedics of Manitoba		
Policy Name: Collections	Policy Number: GP-32	Total # of Pages: 1
Approval Signature: <i>Original signed by L. Braun</i>	Section: Governance	
Original Approval Date: December 21, 2022	Last Revision Date:	Next Review Date: December 2025

1.0 PURPOSE

To describe the policies and procedure the College of Paramedics of Manitoba uses to collect money owed.

2.0 DEFINITIONS

N/A

3.0 POLICY

- 3.1 Invoices issued by the College are payable within 30 days.
- 3.2 Interest at a rate of 2% may be charged in addition to any unpaid amounts
- 3.3 Payment in installments shall be considered on an individual basis
- 3.4 Two reminder notices for payment will be sent at 60 days and 90 days
- 3.5 Invoices not paid after 90 days may be sent to a collection agency

4.0 PROCEDURE

- 4.1 Invoices for money owed to the College will be sent by email at 30, 60, and 90 days, as needed.
- 4.2 Unpaid invoices at 90 days may be referred to a collection agency
- 4.3 The collection agency used by the College will be licensed and bonded
- 4.4 If the collection agency is not able to recover costs a briefing note may be brought to the attention of Council to consider options for collecting the outstanding balance including whether a court application should be filed to further recover costs in accordance with section 127(4) of the RHPA.