



NYSOBBA

Quarterly

Issue XX

Spring 2003

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A Word from our President:

Rumor has it that spring is here. As I sit here looking out the window and watching a late April snow flurry I can't help but wonder if someone forgot to tell Mother Nature. Maybe she didn't get the e-mail. One reminder that summer is on the way was the arrival of my conference registration materials. Hopefully by the time you're reading this you will already have sent your registration and made your reservations.

Each year the Board and the hosting region try to put together an agenda that offers a variety of sessions that will help the conference attendees broaden their knowledge of many important issues. I think you'll find this year's agenda no different. With the rapidly changing and expanding uses of the Internet, the session on web security should be very good. I believe it will provide us all with timely information as we struggle to implement or expand our department's use of the web. The session on money and check fraud should also be very helpful for us. The very extensive capabilities of today's printer and scanners make this an increasing worry at many institutions. My wife's personal favorite is the session on listening being presented by Career Track. I have even been requested to bring a signed note verifying my attendance at this one. Seriously though, listening is crucial to problem solving. Many times a student or parent can not adequately communicate a difficulty they have created. By carefully listening we can often help the individual get out of the predicament they have found themselves.

Something new we will be trying this year is a Novice Training Program. We will begin this Monday afternoon and finish up before the regular sessions begin on Tuesday afternoon. The presentations will be geared towards newer professionals who are still becoming familiar with the vast amounts of regulatory information they must know. It is our plan to provide the attendees with various handouts, which will alert them to many of the more important issues we deal with on a daily basis. This information could then be brought back to the office and used as reference material. The program will also be used to welcome the attendees into our organization and business and to inform them of the various sources of information that are available to them. It is our hope that the individual will leave this training with the understanding that they are not alone in their struggle to learn everything. That each of their peers is a ready and willing resource to help them succeed.

For those of you who are interested in becoming more involved in the organization please contact Shirley Walker at walkersj@buffalo.edu to learn about the positions that will be up for election at this year's conference. The Board is always looking to encourage more participation and would welcome your enthusiasm.

In closing, I want to wish all the best as our spring semesters wind down and our summer semesters begin. I look forward to seeing as many of you as possible in Saratoga this June.

Sincerely,

Paul Danieiu
President

What Every New York State Bursar and Business Administrator Needs To Know About Receivables Management And Collection Agencies

Copyright 2003 Marc S. Woolf
Regional Adjustment Bureau
P.O. Box 527
Pittsford, NY 14534
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How does bad debt affect my institution?

Simply put, bad debt can exact a *tremendous toll on your campus operations*. Not only do you have to *worry about replenishing a source of loan funds* but the cost of collection calls, sending past due and delinquent notices and the staff hours spent trying to recover unpaid balances, parking fines and fees is far greater than most of us realize. In many cases, the *cost in lost productivity* alone could support an additional staff position.

How can I minimize the effect of bad debt on my campus?

The exposure to bad debt exists whenever receivables exist. Colleges and Universities that successfully minimize their exposure share common practices. These include but are not limited to:

- A clear and concise *written policy* that addresses the receivables management component of business operations and *establishes realistic goals* based on current staff and budget parameters.
- A *defined proven process* of monitoring, benchmarking and follow up that, when implemented, flows with *minimal manual intervention*.
- A willingness to *outsource receivables management functions* such as billing, payment processing, collection and litigation.
- Acceptance and utilization of technology as a tool(s) for your staff.

- Creation of a "Partnership Platform" that guides and steers your vendor selection process to organizations that provide ongoing support, training and educational opportunities and added value. Institutions that fail to adopt the Partnership Platform are relegated to becoming just another customer. *Schools that actively seek "Business Partners" become the reason for their vendor's success and are treated as such.*

I already use an agency to reduce my bad debt. What else can I do?

Unlike the food service vendor that is contractually obligated to provide meals at a negotiated price in exchange for exclusivity on campus, a collection agency working in a contingency environment cannot guarantee its "product." It can only promise to deliver effort and communication. That's why many schools opt for at least two collection partners and sometimes more. The benefits include:

- Competition to produce **better results** fostered by the knowledge that complacency can result in a negative reference or even worse, an unhappy client that no longer forwards business.
- Firm A may have **better tools to locate student debtors** than Firm B, resulting in **more contacts** and **money collected**.
- Firm B may specialize in Higher Education while Firm A focuses on medical, business-to-business or some other industry. The **specialists in your field will typically produce better results** because they can "talk the talk."
- Firm C may be **licensed in states** where neither Firm A nor Firm B can **legally operate**, thus making collection attempts with your students from those areas all but impossible for Firms A and B.
- Firm C may have higher profit parameters per client than either Firm A or B, which means that "C" will not perform well for many campuses with

delinquent balances under their profit threshold.

- Firm C may not tailor its approach to your institution and therefore becomes counter productive. Firms A and B may be more **skilled at motivating your student debtors to pay**, thus **increasing your cash flow**.

I'm confused. I thought most agencies were the same, but it seems there can be substantial differences. Realistically, how do I choose firms that will benefit my institution?

Collection firms have strengths in different industries and niches. Your business office would do well to work with specialists in Higher Education. Here are some suggestions:

- Ask *how many Colleges, Universities and Proprietary Schools* the agency has as clients.
- Ask for *Higher Ed references*.
- Ask *where the company is licensed to do business*. Can it litigate on your behalf if you so choose?
- Ask *how long the agency has been in business*. Is it privately owned, recently acquired by a larger entity or part of a large conglomerate?
- Ask to see a *copy of the agency's errors and omission policy, and bond* if applicable.
- Ask *how often the agency remits to its clients and if the company has ever failed to remit*.
- Ask the company to define its "small balance range" and determine *how much effort is spent on those smaller balances*. Do collectors actually try and attempt contact or are the lesser balances relegated to a couple of collection letters?
- Ask whether the company is among the approximate 3,700 members of the *American Collectors Association (ACA)*, the collection industry's trade group.

- Ask whether the firm is a *member of other trade associations*. Which groups are *related to Higher Education*?
- Ask about the *management structure and the longevity of the management team* and collectors.
- If your school participates in any of the Federal Loan Programs like Perkins, *determine whether your collection vendors comply with third party servicer audit requirements as required by the Secretary of Education*. Penalties for non-compliance can be levied against institutions as well as agencies, and can be severe. Ask whether there are any regulatory or compliance issues that are unresolved.
- Ask to see *sample agency reports along with an explanation of how to interpret them*.
- Ask whether the agency has ever had a *complaint from a student and how it was handled*.
- Ask to speak with the company's client service coordinator to get a feel for *how the agency responds to its clients' inquiries*.
- Depending on your institution's policies you may want to ask for financial statements to *determine the agency's financial stability*.
- Ask if there is any *public record information* on the agency.
- If the student population on your campus includes Hispanics or another group that might represent a language barrier ask about *bi-lingual collectors*.
- Does the agency *comply with the Fair Debt Collection Practices Act (FDCPA)*? These are the laws that regulate the collection industry.
- Does the agency have the *capability to report* a student debtor's status to the *major credit bureaus*?
- Ask about commission rates. In a contingency environment, *rate is directly proportional to effort that will be expended on your behalf*. Look at the following hypothetical example:

Your college places a \$1000.00 delinquent account with a collection agency at a 25% commission rate. Agency A collects \$300.00 and the net back to your College is \$225.00. If your College places a \$1000.00 delinquent account with a collection agency at a 35% commission rate, the agency will be able to put more effort into collection. Assuming Agency A collects \$500.00 the net back to your College will be \$325.00. *The commission rate is secondary to net return to your College.*

- If possible, make a site visit to the agency. Do you perceive a "sweatshop" environment? Are these the people you want to represent your institution?

At my institution we don't want to upset alumni who might become potential donors.

Realistically, do you think that a family or student that owes you money will be a potential donor? Statistics show that this isn't likely. A "loose" collection policy can spread like an infection and can actually encourage similar behavior among other students.

"There are no bad people, just people who behave badly."

As a New York State Bursar and Business Administrator you have a great deal of responsibility for the students to whom you extend credit. You are also responsible for the methods employed by your school or a third party when collecting past due or non-paying accounts. Bear in mind that any organization you contract with is a reflection on you and your institution.

HESC Update

May 2003

Loans Update

e-MPN: As of April 30, more than 17 percent of the Stafford Master Promissory Notes (MPN) that HESC received were electronic.

We have found almost 73 percent of the students using the e-MPN are selecting lenders from the schools' preferred lender lists. Of those, almost 47 percent select the first lender listed.

e-MPN Exclusive: Currently, 13 New York schools are scheduled to use HESC's e-MPN exclusively. These schools have chosen to reduce paper by suppressing the paper MPN that is mailed to students. Instead, schools will generate a file for a student and a loan wrap (provided by the school) will be sent to the student. The student will be instructed to complete an online MPN using HESC's Web site. If students cannot complete the application online, they will be directed to a toll-free number and a paper MPN will be printed and sent to them to complete.

There are many benefits of using HESC's e-MPN exclusively, including online edits being performed as the borrower enters the data, guidance is provided, and any follow-up on incomplete MPNs is eliminated. And, the school's process does not change!

HESC and your lenders can provide guidance and resource materials to help you develop instructional information for student borrowers. If your institution is interested in participating in this streamlined process, contact our Solutions Team at (518) 473-0480 or solutions@hesc.com.

Consolidation Loans: HESC recently released a link to online assistance for Consolidation Loans. As variable interest rates on FFELP are at historic lows and are scheduled to change again July 1, HESC's information will help your students decide what options are best for them. Loan eligibility, repayment plans, terms, and instructions on determining their new interest rate on a consolidation are available at http://www.hesc.com/consolidation_index.html.

Mapping Your Future Online Counseling
Mapping Your Future is developing an enhanced online counseling feature that will

premiere this summer. In this new version, the school selection process is more streamlined and accommodates the increasing number of foreign schools using Mapping Your Future's counseling services. A screen shot of this process is online at

<http://mapping-your-future.org/forums/Attachment.cfm/selection1.ppt?CFApp=2&AttachmentID=806>.

Also in this version, students will read their counseling content, section by section, answering questions about the text they have read before proceeding to the next section. You can view the screen shot online at <http://mapping-your-future.org/forums/Attachment.cfm/test2.ppt?CFApp=2&AttachmentID=807>.

As described in previous articles, schools will be able to customize counseling content, requiring students to complete a budget as part of their counseling session. A screen shot is online at <http://mapping-your-future.org/forums/Attachment.cfm/budget3.ppt?CFApp=2&AttachmentID=808>.

HESC and Mapping Your Future thank the many sponsors and schools that provided feedback about OnLine Student Loan Counseling (OSLC). With your comments, they are able to provide an enhanced and more-useful counseling service to the borrowers. If you have feedback or questions about these prototypes, contact CariAnne Cutshall at carianne.cutshall@mapping-your-future.org or (573) 634-8641.

Insurance Premium Waiver: As announced in EFAN bulletin #57, HESC will continue to waive the 1 percent of the amount of each student loan it guarantees for the academic year 2003-2004 that begins July 1. Estimated savings for students will be as much as \$20 million this year. For further information, please refer to:

<http://www.hesc.com/bulletins/EFANBulletins/EFAN57.html>

Grants and Scholarships:

HESC's Spring Workshop Series on "TAP Processing In Your Office": HESC is offering State grant and scholarship training statewide. HESC experts will introduce administrators to Web processing, recommend ways to optimize the online features, and provide program updates. Attendees will also receive suggestions to manage the grant and scholarship program and reporting procedures.

Dates & Locations - all sessions begin with registration at 8:30 a.m.

May 20, 2003 Long Island
SUNY Farmingdale
Roosevelt Hall, Little Theatre,
Rte 110

May 21, 2003 NYC
CUNY Graduate Center
365 5th Avenue
(CUNY Staff Only)

May 27, 2003 Albany
Holiday Inn – Turf
205 Wolf Rd

June 3, 2003 Buffalo
Sheraton Four Points
2040 Walden Ave

June 4, 2003 Syracuse
Holiday Inn – Liverpool
7th. No. St & Electronics Pkwy

You may register using either the online registration form or by faxing a copy of the printable registration form. There is no limit on the number of individuals who can attend from your institution; however, we recommend you register early since seating is limited.

TAP May 2003 Production Schedule:

HESC has released a schedule of anticipated date of Rosters, Remittance Advices, Accounting Documents and Student Status Listings for May:

May 9 – 2002-03 Remittance Advice & Student Status Listing

May 16 - 2002-03 Remittance Advice/Accounting Documents & Student Status Listing

May 21 - 2002-03 TAP Payment Roster

May 23 - 2002-03 Remittance Advice & Student Status Listing

May 30 - 2002-03 Remittance Advice/Accounting Reports & Student Status Listing

Files will be available for retrieval the following morning, via mainframe, PC or Web File Transfer for schools that have chosen this option. If HESC is unable to meet the scheduled date of any of the listed reports, we will send an e-mail update

FEDERAL UPDATE:

April 21, 2003

Congress adjourned for a two-week spring recess on Saturday. Before leaving, both chambers agreed to a final budget resolution, and there was legislative action in both education committees.

Education Funding

On Friday, April 11th, Congress passed a Federal fiscal year 2004 budget resolution, H. Con. Res. 95, which assumes a \$3 billion increase for education bringing total discretionary funding to \$56.1 billion. The bulk of the funding, \$2.2 billion, would go to IDEA. The budget also assumes an increase of \$1 billion for Title I programs, but only a net increase of \$300 million for No Child Left Behind programs. In addition, it assumes a \$50 million increase for Impact Aid and a \$6.8 billion increase for Head Start (Health and Human Services). The budget also assumes a \$1.3 billion increase for the Pell Grant shortfall

but assumes no increase in the maximum award. These increases would come at the expense of cutting other education programs.

Workforce Investment Act

The House reported the Workforce Reinvestment and Adult Education Act of 2003, HR 1261, out of full committee on March 27th, by a party line vote. Originally the committee was planning to bring the bill to the floor before Easter recess, but they may now wait until a Senate bill is introduced.

We are continuing to work with our House members to change a provision in H.R. 1261 that would permit governors to tap unlimited amounts of program funds to support one-stop centers. We have made Senate staff aware of this problem. The attached letter includes information on several other provisions we are attempting to change.

In the Senate, it appears the Republicans and Democrats will be developing separate positions. Democrats are meeting with advocates to discuss the bill. We have been working with Senator Clinton to get our concerns addressed. We don't expect to see a Senate WIA bill before June.

Individuals with Disabilities Education Act

The House bill, HR 1350, was introduced shortly before subcommittee markup on April 2nd. It was developed by the majority Republicans with no input from the minority. The full committee amended the bill on April 10th, although the contentious amendments, including a voucher bill, were not voted on. Only three Democrats voted for the bill, which was voted out of committee by a 29-19 vote. There will likely be a long debate when the bill comes to the floor in May.

The Senate has been working in a more bipartisan fashion. The target date for the introduction of their bill is after spring recess, probably, April 29th or 30th. The bill would be marked up two weeks later, in mid-May.

Museum and Library Services Act

The Senate introduced S. 888, the Museum and Library Services Act of 2003, late last week. Chairman Gregg (R-NH) of the Senate Committee on Health, Education, Labor and Pensions, Senator Kennedy (D-MA), and Senator Reed (D-RI) were able to reach a deal on a compromise bill that would be able to go through committee quickly. Previously the Democrats on the committee had been supporting S. 238, introduced by Senator Reed, which had a \$350 million authorizing level. The new compromise bill has authorizing levels of \$250 million for libraries, and \$40 million for museums. This is higher than the \$215, and \$35 million, respectively, in the House bill. Senator Clinton is a co-sponsor of the legislation and we have asked Senator Schumer to sign-on to the bill as well.

The House bill, H.R. 13, passed the House in March.

If you have any questions, contact Clesson Bush at (518) 474-1235 or
email: cbush@mail.nysed.gov.

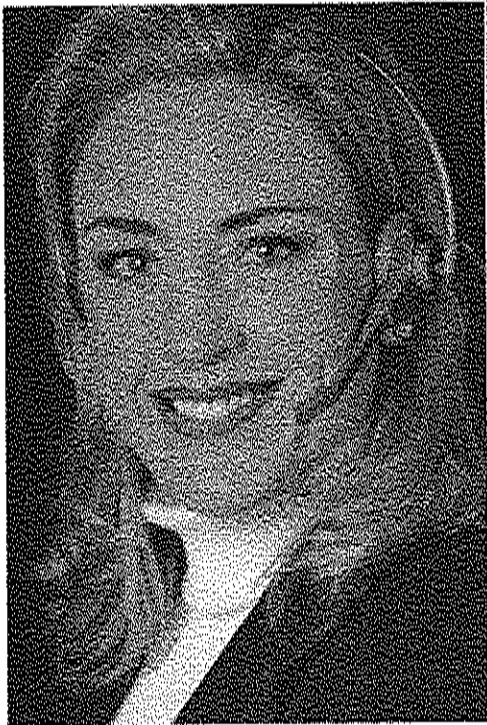
NEXT NEWSLETTER EDITION

By Kathie Owens, Newsletter Publisher

As always, we welcome your articles, announcements, updates, and feedback. We continue to strive to deliver the NYSOBBA Quarterly on a timely basis. We need you to continue to support this publication with your articles and other information.

We hope to publish the next Quarterly on or before July 30, 2003. Please e-mail your articles to me no later than July 15, 2003 at kowens@ithaca.edu.

Collection and Receivable Management



RABINC
regional adjustment bureau

7000 Goodlett Farms Parkway Memphis, TN 38016
800-829-0250
www.rabinc.com

2003 CONFERENCE

April 2003

Dear Colleagues:

The 26th Annual NYSOBBA conference is just around the corner! Hopefully you have already received the email/flyer and the letter that was sent out a few weeks ago and added us to the calendar of conferences that you plan on attending. This year we will be meeting June 10th – 13th at the Gideon Putnam Hotel and Conference Center in beautiful Saratoga Springs which is located in the scenic Northeast region of New York.

Enclosed you will find the necessary registration materials for the conference, a tentative agenda and hotel registration information. Our agenda includes some exciting and informative topics as well as some recreational activities such as our annual logo swap and a trip to the racetrack for which Saratoga is so famous! We will also be having our annual golf tournament to benefit the John G. Karrer Scholarship fund.

Also enclosed, is a copy of proposed changes to the NYSOBBA bylaws, which will be voted on at the membership meeting being held during the conference. For a copy of the current bylaws, please go to our website at www.nysobba.org and click on 'About Us' at the top of the web page.

An exciting addition to our conference this year will be a Novice Training program that will be held June 9th – 10th. This will be geared towards those who are 'new' to the world of student records and financial services and need a little support and understanding of what lies ahead! Please see the **pastel** form for all of the details.

Make sure you carefully go over every insert that we have included---You will definitely **WIN** if you **PLACE** your registration by May 10th and **SHOW** up for one of the most informative and exciting conferences that you will attend this year! We look forward to your response and please contact me if you have any questions regarding the conference or registration information.

Sincerely,

Suzanne Dunn
Northeastern Regional Director

NYSOBBA
2003 ANNUAL CONFERENCE
JUNE 10TH-13TH

Registration Form

Please print clearly

Name _____

Title _____

Institution _____

Address _____

City _____ State _____ Zip _____

Telephone # _____ Fax # _____

Email address _____

Check all that apply below:

- | | |
|---|---|
| <input type="checkbox"/> <i>New Member</i> | <input type="checkbox"/> <i>This is my first NYSOBBA conference</i> |
| <input type="checkbox"/> \$100 full week conference fee | <input type="checkbox"/> \$40 Thursday conference fee |
| <input type="checkbox"/> \$20 Tuesday conference fee | <input type="checkbox"/> \$20 Friday conference fee |
| <input type="checkbox"/> \$40 Wednesday conference fee | <input type="checkbox"/> \$60 Novice Training Program |

Daily Attendee Meal Costs

Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> \$30 Dinner	<input type="checkbox"/> \$8.00 Breakfast	<input type="checkbox"/> \$8.00 Breakfast	<input type="checkbox"/> \$8.00 Breakfast
	<input type="checkbox"/> \$17.00 Lunch	<input type="checkbox"/> \$17.00 Lunch	
	<input type="checkbox"/> \$30.00 Dinner	<input type="checkbox"/> \$30.00 Dinner	

Please remit conference fee payable to *NYSOBBA* and mail it along with all registration forms by May 10, 2003 to:

Mr. Larry Brennan, Bursar
 SUNY Health Science Center
 750 E. Adams Street
 Bursar's Office - Rm 200 CAB
 Syracuse, NY 13210

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The Gideon Putnam Hotel and Conference Center
Reservation Form
NYS Organization of Bursars and Business Administrators
June 10, 2003 - June 13, 2003

Reservations will be accepted until: May 10, 2003

Reservations will be accepted and group rate honored until that date. After this date, reservations will be accepted on space available at the current Published Rate.

Rates: Single occupancy room: \$172.00 incl., per night. Double occupancy room: \$229.00 incl., per night. Single occupancy Suite: \$222.00 inc. per night and Double occupancy suite: \$279.00 incl., per night.

****Please note that Schools will receive a \$10.00 per person, per night subsidy for the room rate from the NYS Organization of Bursars and Business Administrators.** Rates include continental breakfast, lunch, dinner and all service charges. No tax is currently included in the rate. Tax exempt certificate must be provided. Please note, no credit will be given for missed meals. Check in is 4:00PM and check out is 12:00PM. No pets are allowed on premises.

Tax Exemption: NYS Exemption status can only be provided if the hotel is supplied with the appropriate tax exemption certificate. Please present this certificate upon check in. Please note that the name and method of payment must match the name on the tax exemption certificate.

PLEASE PRINT OR TYPE

If you are making more than 1 room reservation, please copy form and make a separate reservation.

1st Person

2nd Person / Sharing Guest Room

Name: _____ Name: _____

Address: _____ Address: _____

Phone: (H) _____ (W) _____ Phone: (H) _____ (W) _____

Arrival date: _____ Dep. Date: _____ Arrival date: _____ Dep. Date: _____

OCCUPANCY: _____ single _____ double, (1 bed or 2 beds) Preference: _____ smoking _____ non

DEPOSIT: A deposit equal to one night's room rate is required with this form by May 10, 2003. We accept the following credit cards: American Express, MC, Visa, Diner's Club and Discover. We also accept checks made payable to Gideon Putnam Hotel. Please complete the information requested below.

Deposit Method of Payment - Occupant 1

Deposit Method of Payment - Occupant 2

Credit Card # _____ Credit Card # _____

Name: _____ Name: _____

Phone #: _____ Phone #: _____

Expiration date: _____ Expiration date: _____

Signature: _____ Signature: _____

CANCELLATION POLICY: Rooms may be canceled up to 72 hours prior to arrival. Any rooms canceled inside of 72 hours will forfeit first nights advance deposit and credit cards will be charged.

MAIL OR FAX TO: Reservation Office; The Gideon Putnam Hotel and Conference Center; 24 Gideon Putnam Road; Saratoga Springs, NY 12866. Telephone: 518-584-3000 Fax: 518-584-1354

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NOVICE TRAINING

In response to many requests from our Institutional Members the Board has put together the following Novice Training Program. The program will begin with Registration at 11:30 am on Monday, June 9th and finish by 12:00 noon on Tuesday, June 10th 2003. The agenda will be geared towards training newer student account professionals. These sessions will cover many topics and provide the attendees with various handouts to use as reference materials as they become more experienced in the profession.

Welcome & Support Service 1:00 - 2:00

- An introduction to NYSOBBA and its many purposes. Also introduced will be various other organizations of related nature that can be used for reference and support.

Residency & Citizenship Issues 2:10 - 3:10

- This session will go over the various aspects of residency and citizenship. Also covered will be various types of student visa statuses.

Bursar's Book of Knowledge 3:20 - 4:30

- This session will be a brief discussion of key Federal regulations. The discussion will cover Title IV refunds, FERPA (including HIPAA), Tax Relief Laws, Due Dilligence, Record Retention and other Blue Book Topics.

Q & A

- Bursar or Student Account Staff will be available to answer questions, on any topics desired. Topics could include: collections handling, over/short procedures, late fee processes, 3rd party billing, etc. The conversation will be group format.

Tuesday

TAP/APTS Certification 8:30 - 10:10

- Certification issues and clarification. This session will explain the nuances of the certification process. Also discussed in this session will be more common audit disallowance findings and how to avoid them.

TAP/APTS Processing via the Web 10:15 - 11:30

- This session will give the attendees a first hand look at he new and recent enhancement to NYSHESC site.

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NYSOBBA 2002-2003 Advertising Request Form

All fields must be completed

Vendor Name: _____

Contact Person: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Ad/Logo enclosed: Yes No (Send via E-mail attachment to mhbl4@columbia.edu)

All ads will be considered as they are received. If your choice is not available, you will be notified by telephone or E-mail. You will be given the option to select another space or have your payment returned. Ads will not be considered without payment. We reserve the right to refuse any ad or solicitation that is not related to higher education or does not support the ideals and mission of the NYSOBBA.

Options & Costs

- _____ ¼ page ad, \$100 per issue
- _____ ½ page ad, \$150 per issue
- _____ Full page ad, \$250 per issue

(All ads will be printed in black ink)

Advertisements must be sent to:

Kathie Owens
Office of the Bursar
ITHACA COLLEGE
210 Job Hall
Ithaca, New York 14850-7032
kowens@ithaca.edu

Newsletter publication preference

- _____ Summer/Fall (published by 9/30)
- _____ Autumn (published by 1/31)
- _____ Spring (published by 5/30)

Payment must be sent to

Mr. Larry Brennan, Bursar
SUNY Health Science Center
155 Elizabeth Blackwell Street
Syracuse, NY 13210

All checks must be made payable to NYSOBBA Advertisement.

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**NEW YORK STATE ORGANIZATION OF
BURSARS AND BUSINESS ADMINISTRATORS**

2002-2003 INDIVIDUAL/INSTITUTIONAL MEMBERSHIP FORM

Please complete this section if you are requesting an INDIVIDUAL membership and attach payment of \$60.00. Make check payable to NYSOBBA. Please write/print legibly.

NAME last _____ First Mr./Mrs./Ms./Miss _____

Title _____

Institution _____

Address _____ City, State _____
Zip Code _____

Telephone _____ Region _____ Fax # _____

Please complete this section if you are requesting an INSTITUTIONAL membership and attach payment of \$175.00. Make check payable to NYSOBBA. Institutional memberships allow five (5) members on NYSOBBA database.

NAME Last _____ First _____

Title _____ Telephone # _____

NAME Last _____ First _____

Title _____ Telephone # _____

NAME Last _____ First _____

Title _____ Telephone # _____

NAME Last _____ First _____

Title _____ Telephone # _____

NAME Last _____ First _____

Title _____ Telephone # _____

Institution _____

City, State, Zip Code _____

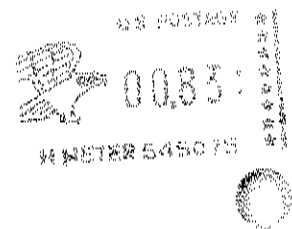
Region _____ Fax # _____

Please return this form with your payment to: Mr. Larry Brennan, Bursar
SUNY Health Science Center
155 Elizabeth Blackwell Street
Syracuse, NY 13210

REGIONS: Western New York City Genesee Valley Long Island Central Mid-Hudson Northeast

NYSOBBA

c/o Office of the Bursar
Attn: Kathie Owens
ITHACA COLLEGE
210 Job Hall
Ithaca, New York 14850-7032



Peg Ehmann
University of Rochester School of
Medicine
601 Elmwood Ave. - Box 601
Rochester, NY 14642-8601

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Monday, May 5, 2003