

## Regulations of



### Florida A&M University

#### **3.019 Settlement of Delinquent Accounts; Collection and Returned Check/Electronic Payment Fees; Write-off of Uncollectible Accounts.**

- (a) The University shall use due diligence and make every effort in the collection of all accounts owed to the University by employees, students, vendors and other parties.
- (b) In accordance with Section 1010.03, Florida Statutes, the University may also implement set-off procedures, payroll deductions and restrictions on access to diplomas, transcripts and other resources and services of the University to collect delinquent accounts. The University President or President's designee is authorized to establish procedures governing the provisions herein.
- (c) Returned Check/Electronic Payment Fee-- When a check or electronic payment is returned uncollected for any fee, tuition, service or item provided by the University and is not redeemed within seven (7) days, it is considered to be a delinquent account with the University. Pursuant to Section 832.07, Florida Statutes, a minimum service charge of \$25.00 will be charged for a returned check/electronic payment up to \$50.00. Thirty (\$30.00) dollars will be charged if the returned check/electronic payment is greater than \$50.00 but less than \$300.00, and \$40.00 or 5 percent (5%) of the face amount of the check will be charged for returned checks/electronic payments of \$300.00 or more. All payments for returned checks/electronic payments shall be remitted by cash, money order or cashier's check only.
- (d) If an employee owes the University \$.01 or more for any delinquent account, returned check/electronic payment or overpayment, after reasonable collection efforts have failed, the

employee's wages are subject to set-off procedures or payroll deduction until the debt has been paid in full as well as other collections efforts authorized by law and University regulations.

(e) If a student owes the University \$.01 or more for any delinquent account, returned check/electronic payment or collection fee, the student's ability to register for classes or receive transcripts or diplomas will be suspended until the debt has been paid in full, unless otherwise approved by the President or President's designee.

(f) The University may also employ the services of a collection agency when deemed advisable in collecting delinquent accounts or after reasonable efforts to collect the delinquent account have been exhausted.

(g) Collection Fee-- If any delinquent account is sent to a collection agency, collection costs will be assessed for the collection agency fees and added to the outstanding balance. In addition, the University shall assess a charge representing the reasonable cost of collection efforts to effect payment for overdue student loan accounts.

(h) The University reserves the right to require all delinquent accounts and collection fees to be paid by cash, money order or cashier's check.

(i) The University President may write-off or settle any uncollectible accounts owed to the University after all reasonable and lawful collection attempts have failed. All or a portion of late charges and/or collection costs may at the discretion of the University President be waived on institutional student loans if the borrower makes a lump sum payment of the entire amount of outstanding principal and interest to settle an account.

*Specific Authority- Board of Governors Regulation Development Procedure dated July 21, 2005, 1001.74(4) FS. Law Implemented- Board of Governors Resolution Adopted January 7, 2003, 17.04, 832.07, 1001.74(11), (19), 1009.24, 1010.03 FS. History--New 5 -24 -07.*