

# Florida Atlantic University

## **Regulation 6.012**

## **Employee Debt Collection**

(1) Purpose. Pursuant to Section 1010.03, F.S., the University is directed to exert every effort to collect all delinquent accounts. The purpose of this regulation is to provide procedures for collection of funds owed to the University by its employees.

made within ten days, debt collection procedures will be implemented on his/her debt. All billings, notices and other communications shall be sent electronically to the

(3) Debt Collection Procedures.

(A) The employee is advised that he/she has ten days to either 1) clear the account by making payment in full, 2) make payment arrangements as agreed to by the Controller or designee, or 3) file a written petition in the

(B) If a petition is filed or no action is taken by the employee at the end of ten day shall be reviewed by the Controller or designee considering any petition and evidence, if submitted.

(C) If, upon review, a determination is made that the debt is in fact due and owing, the employee shall be sent a Notice of Debt Collection indicating the amount of the debt and method of collection to be utilized.

(D) Within ten days after the Notice of Debt Collection is sent, the employee

President for Financial Affairs or designee shall review the facts of the case as are known to the University and will include any mitigating factors as may be presented by the employee in his/her Request for Review. The Senior Vice President for Financial Affairs or designee shall decide whether the debt and amount to be collected is appropriate. The employee shall receive notification of the decision of the Senior Vice President for

