

<b>Policies of the University of North Texas</b>	Chapter 10
<b>10.032 Employee Indebtedness Owed to the University</b>	<b>Fiscal Management</b>

**Policy Statement.** Employees at the University of North Texas may become indebted to the University for a variety of financial matters, including but not limited to, tuition/fees, returned checks, parking tickets, etc. It is expected that all employees will promptly pay their debts to the University. Employees of the University who fail to resolve and settle any indebtedness owed to the University may be subject to a state warrant hold and/or collection action.

**Application of Policy.** UNT employees.

**Definitions.**

1. **Indebtedness.** “Indebtedness” is defined as any and all past due financial obligations owed to the University that are managed by Student Accounting and University Cashiering Services, whether or not the indebtedness occurred while employed at the University.
2. **Employee.** “Employee” is defined as individuals holding a position with a non-student title, including staff, faculty, professional librarians, and employees under contract.
3. **Past Due.** “Past due” means that a payment was not made by the specified due date. For returned checks, “past due” is 10 days following the date of the letter notifying of returned check.
4. **State Warrant Hold.** “State Warrant Hold” means a hold on a check that is issued and guaranteed by the State.

**Procedures and Responsibilities:**

- I. Employees will be notified of a financial obligation owed to the university in an account statement.
- II. Account statements will be sent to the employee at their current home mailing address maintained in the official University records when installment plan billings are processed. Installment plan billings occur during each fall and spring semester. All accounts must be paid in full by their due date(s) or have an approved plan for repayment.
- III. When payment is not tendered by the dated specified in the account statement, a notice of indebtedness and intent to assign a warrant hold will be sent to the employee via first class mail and emailed to their current official University email address.
- IV. Employees who have a past due indebtedness should work with Student Accounting and University Cashiering Services to develop an approved plan for repayment.

- V. Any past due indebtedness to the University may be reported to the State Comptroller and/or referred to a collection agency.
- VI. Collection efforts may be changed, as needed, without prior notification to affected parties as permitted by appropriate governing law.

Responsible Party: Student Accounting and University Cashiering Services

This policy is in addition to, and not a substitute for, any other rights the University may have for collection of past due indebtedness.

**References and Cross-references.**

**Forms and Tools.**

[Notice of Indebtedness and Intent to Withhold Funds Form](#)

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Effective: 12/16/2013

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\*format only