



**Policy Number and Chapter:** 10.032 **Fiscal Management**

**Policy Title:** **Employee Indebtedness Owed to the University**

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**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 Financial 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 electronic communication, through the student bill posted online at my.UNT.edu or through written communication.
- II. Account statements will be sent to the employee to their student email or preferred email account when installment plan bills are processed. Installment plan bills 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. If payment is not tendered by the date specified in the account statement, the employee may be sent a notice of indebtedness and notification of intent to issue a warrant hold for debt owed the university. The notice will be sent via first class mail and emailed to their student email or preferred email account.

- IV. Employees who have a past due indebtedness should work with Student Financial 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 Financial 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.**

**Revision History**

<b>Policy Contact:</b>	AVP for Student Financial Services
<b>Approved Date</b>	08/01/1993
<b>Effective Date</b>	12/16/2013
<b>Last Revision:</b>	6/1/2003; 3/2011*; 12/2013; 2/25/2021 *format only