

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: May 22, 2024

REGULATION TITLE:
Delinquent Accounts Receivable

REGULATION NO.:
UCF-4.033

SUMMARY OF REGULATION AMENDMENT:

This regulation is amended to update university procedures to comply with recently revised federal Department of Education regulations that go into effect on July 1, 2024. Specifically, the proposed amendment will remove a provision allowing withholding of academic transcripts for those students with an unpaid balance; under current language, the university could withhold a transcript due to an unpaid balance greater than \$500.

AUTHORITY: BOG Regulation 1.001

NAME OF PERSONS WHO INITIATED PROPOSED REGULATION AMENDMENT:

Kelly D'Agostino, University Bursar

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:

Regulations Administrator
4365 Andromeda Loop N.
Millican Hall, Suite 360
Orlando, FL 32816-0015
Phone: (407) 823-2482
e-mail: regulations@ucf.edu

FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:

UCF-4.033 Delinquent Accounts Receivable.

- (1) The University may pursue the collection of delinquent accounts receivable through the use of lawful procedures.
- (2) Collection efforts may include contracting for the services of a collection agency.
- (3) Students with delinquent accounts will have a hold placed on their accounts. Students with balances of \$500 or greater may not be allowed to register ~~or receive transcripts~~. Students with a balance of any amount may not be allowed to receive a diploma. The account hold will remain until the debt is paid, settled, or otherwise resolved. If the student account is written off pursuant

to the procedures in subsection (4) below, the hold will continue in force until the indebtedness is paid, settled, or otherwise resolved.

(4) Except for such delinquent, unpaid and uncanceled scholarship loan notes and student loan agreements as may be collected pursuant to Rule 6A-20.024, F.A.C., by the Department of Education:

- (a) The Student Accounts Office is authorized to charge off as uncollectable accounts with past due balances of \$500 or less when those accounts become six (6) months past due and the cost of further collection efforts would not be warranted.
- (b) The University Controller is authorized to settle or charge off as uncollectable accounts up to \$10,000.00 after reasonable and lawful collection attempts have failed.
- (c) The Vice President for Administration and Finance, or designee, is authorized to settle or charge-off uncollectible accounts over \$10,000.00 after reasonable and lawful collection attempts have failed.

Authority: BOG Regulations 1.001 and 7.002. History—New 7-14-80, Formerly 6C7-4.33, Amended 4-27-03; Formerly 6C7-4.033, Amended 8-7-09, 3-10-15, 6-29-23, _____-24.