

√USF System □ USF □ USFSP □ USFSM

**Number:** USF4.009  
**Title:** Accounts Receivable  
**Responsible Office:** Business and Finance

Date of Origin: 10-6-75

Date Last Amended: ~~2-3-09~~ 5-1-17 (technical) Date Last Reviewed: 5-1-17

(1) The Controller's office shall place accounts referred by the USF System units on accounts receivable.

(2) The Controller may employ any of the following means of collecting monies due the USF System:

- (a) Issue USF System collection letters.
- (b) Hold all transcripts or current grades.
- (c) Refuse registration for any future semester until the accounts receivable has been collected.
- (d) Turn delinquent account balances over to a collection agency. ~~after six months from the date a charge was posted to Accounts Receivable.~~
- (e) Cancel the current semester's registration.
- (f) Hold an employee's final paycheck or deduct from the current paycheck the amount due the USF System to the extent that such amount on accounts receivable represents a set off of monies wrongfully paid by the State to the employee in accordance with University Regulation. (See USF [4.0095](#))

(3) The University Controller is authorized to annually write-off delinquent balances as may prove uncollectible after every reasonable effort has been made to collect said delinquent balance.

(4) Student Financial Services will withhold diplomas and place students on hold status:

- (a) For nonpayment of any obligation, or
- (b) For not completing the exit interview which is required by 20 USC § 1092(b) for all students who receive long-term loans (i.e. for repayment over term of 1 year or more).

*Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors.*

*History—New 10-6-75, Amended 7-3-79, Formerly 6C4-4.09, 6C4-4.009, Amended 3-13-91, 12-30-92, 7-31-02, 2-3-09, Technically Amended 5-1-17.*