

**THE UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED AMENDMENT TO REGULATION**

**DATE:** May 8, 2023

**REGULATION TITLE AND NUMBER:** UWF REGULATION 4.009 Delinquent Accounts

**PURPOSE AND EFFECT:** The purpose of this amendment is to incorporate recent updates to BOG Regulation 7.002.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- Revised the threshold for denial of the release of transcripts when student accounts are delinquent to \$500 or more in accordance with BOG Regulation 7.002
- Clarified that balances must be paid in full to receive a diploma
- Clarified costs associated with referral of delinquent accounts to collections
- Removed prohibition against use of financial aid awards to pay delinquent account balances

**AUTHORITY TO AMEND THE REGULATION:** Article IX of the Florida Constitution; Fla. Stat. s. 1001.74(4); and Florida BOG Reg 7.002.

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Betsy Bowers, Vice President, Finance and Administration

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE:** Jessica Whittle, Paralegal, Office of the General Counsel at [jwhittle@uwf.edu](mailto:jwhittle@uwf.edu) or 850-474-3420 or Office of the General Counsel, Building 10, 11000 University Parkway, Pensacola, Florida 32514.

**THE FULL TEXT OF THE REGULATION:** The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>



**Number:** UWF/REG-4.009  
**Title:** Delinquent Accounts  
**Responsible**  
**Department:** Controller's Office

**I. General Statement:**

A. Students whose accounts with the University are delinquent in the amount of \$500 or more will be denied the release of transcripts, ~~the award of a diploma(s)~~, and the ability to register. A delinquent account is created when the student has a financial obligation to the University, the University has billed the student for the obligation, and the student has not paid the financial obligation in full by the established date.

A-B. Balances must be paid in full to receive a diploma.

B-C. A 10% collection charge may be added to the account balance 30 day after the due date. The University ~~will~~may refer any delinquent accounts to a collection agency after the University has made reasonable efforts to collect the accounts. ~~The collection costs are added to the student's outstanding delinquent account balance.~~A collection cost will be assessed and will be due in full at the time of the referral to the third party. The collection cost will be calculated at the maximum amount permitted by applicable law, but not to exceed 30% of the amount outstanding.

C. ~~The student may not use financial aid awards applicable to a current academic term to pay delinquent account balances in excess of o\$100.00 from a prior academic term.~~

**Effective Date:** [date]

**Authority:** Section 1001.74(4), Florida Statutes  
BOG Regulation 7.002

**History:** Created November 2003; revised July 2005 and [date]

**Last review:** [date]