

## Policy

The University of Wisconsin-River Falls will have a centralized bad check collection system.

## Authority

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The Assistant Chancellor for Business and Finance is responsible for the administration of this policy.

Request an exception to this policy by writing to [administrative-policy@uwrf.edu](mailto:administrative-policy@uwrf.edu).

## Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

## Procedure

1. Bank returns bad check to the Cashier's Office.
2. The Student Billing Office will:
  - a. Place hold on University records.
  - b. Place \$20.00 administrative charge (and bad check charge) per State Statute 20.905(2) Protested Payment.
  - c. Notify individual.
3. If Student Billing is unable to collect bad check, they will do the following:
  - a. If the bad check was related to a departmental deposit, the department will be notified, and a Student Billing will reverse the deposit entry.
  - b. If the bad check was related to a tuition payment, the payment will be processed through the collection process, which involves sending collection letters, and possibly sending the balance to a collection agency.

## University Responsibilities

The Student Billing Office shall be responsible for administering the policy.

## Department/Unit Responsibilities

The Student Billing Office will be responsible for collection of significant protested payments (bad checks) as noted above.

## Background

1. State Statutes 20.905(2) Protested Payment.
  - <http://docs.legis.wi.gov/2003/statutes/statutes/20/X/905/2>

## Contact

Please direct questions about this policy to [administrative-policy@uwrf.edu](mailto:administrative-policy@uwrf.edu).