

Student Financial Delinquency

I. Purpose

The University of Kentucky assesses student fees for various services, fines and materials and may also require students to complete specified forms or provide other information associated with financial obligations. This regulation provides guidance, in accordance with Kentucky Revised Statutes and the University of Kentucky Code of Student Conduct, for handling the following types of delinquencies:

- late payment of student fees
- failure to complete necessary forms
- failure to supply related financial information

II. Policy

- A. The [University of Kentucky Code of Student Conduct](#), Part VI, states that the University expects students to be financially responsible and not be delinquent in financial obligations to the University.
- B. University units must notify students a minimum of two times of any unmet financial obligations of at least \$20.00 or failure to provide necessary forms in relation to a financial obligation.
- C. The University unit must have previous approval of the Executive Vice President for Finance and Administration (EVPFA), in consultation with the Associate Provost for Enrollment Management (APEM) to place the hold.
- D. If a student fails to make payment or to provide the necessary forms or information within 60 days of the due date, a hold may be placed on the student's record in the SAP Student File.
- E. While a hold is in effect, the student will be prevented from:
 1. registering for future courses
 2. being readmitted to the University
 3. transferring credits
 4. receiving graduation diplomas
 5. obtaining official transcripts
- F. The hold will remain in effect until
 1. the unit declaring the delinquency notifies the Registrar that the obligation has been met by releasing the hold on the student's record in SAP Student File, or
 2. the statute of limitations on collection applies, where applicable. (See [section IV](#) below for the list of statutes of limitation in regards to student financial delinquencies.)
- G. If there is a dispute as to whether or not a student is legally liable for a financial obligation asserted by the University, and the student challenges such obligation through either timely administrative (EVPFA in consultation with APEM) or legal means, the sanctions with respect to registration shall not apply until final resolution of the dispute.

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III. Procedures

- A. Departmental authorization to place a hold on student records
 - 1. The unit must request approval from the EVPFA in consultation with the APEM for the fee to be eligible for a hold.
 - 2. The unit budget director must approve access to SAP Student File for specific departmental employees to initiate the hold transaction
 - a. The unit budget director must submit a training plan for the employee(s) to the Training Team for Student Life Cycle Management (SLCM).
 - b. The employee(s) must successfully complete training.
 - c. SLCM Team will grant employee(s) access to the appropriate transactions in the production system.
 - 3. Authorization to impose holds may be revoked if the unit
 - a. Does not make required notifications of pending delinquency to the student
 - b. Fails to inactivate a hold promptly upon satisfaction of the delinquency
- B. Notifications to students
 - 1. The department must notify the delinquent student at least twice before that student may be declared delinquent to the Registrar's Office.
 - 2. Notification of the student may consist of:
 - a. electronic billings
 - b. electronic mail
 - c. letters, or
 - d. other written notices
 - 3. If a notice is returned for incorrect address, an attempt must be made to find a correct address.
 - 4. The last notice of delinquency must have a statement to the effect the Registrar's Office will not approve requests for diplomas, official transcripts, and registration for classes in the future until the obligation is satisfied.
- C. Placing and releasing a hold on student's record
 - 1. After the student has been properly notified, the department must notify the Registrar's Office that the student is delinquent by activating a hold in the SAP Student File.
 - 2. Once the student does fully meet the obligation, the Registrar must be notified that the delinquency has been cleared by an authorized departmental employee inactivating the hold in the SAP Student File.
 - 3. If the student has not satisfied the obligation before the statute of limitations applies, the hold will be inactivated. (See [section IV](#) below for the list of statutes of limitation by category.)
 - 4. Payments or information received after a hold has been placed
 - a. Students cannot make payments or provide required information or forms directly to the Registrar's Office.
 - b. Each department must collect its own assessments, required forms or information.
 - c. The Registrar only advises the students that the University cannot provide diplomas or official transcripts, or permit registration, until the obligation is fully met.

Student Financial Delinquency**IV. Departments Approved to Hold Student Records**

<u>Hold</u>	<u>Hold Type (Description)</u>	<u>No. Years for Statue of Limitations</u>
9501	Past Due UK HealthCare Account	5
9502	Past Due Student Account	15
9503	Agricultural Library Hold	5
9504	Young Library Hold	5
9505	Law Library Hold	5
9506	Medical Library Hold	5
9507	Fraternity/Sorority Hold	15
9508	Federal Loan Exit Counseling Hold	N/A
9509	FHP Loan Past Due	N/A
9510	Perkins Loan Past Due	N/A
9511	Parking Citation Hold	5
9512	University Health Services Account Hold	5
9513	Multi-Cultural and Academic Affairs	15
9514	School of Music Hold	5
9515	Military Science Uniform Account Hold	5
9516	Theater Hold	5
9517	UK Band Department Hold	5
9518	Real Property Hold	15
9519	Long Term Loans	N/A
9520	Housing Apartments	15
9521	Housing	4
9522	Information Technology Telephone Charge Hold	4
9523	Dental Services Account Hold	5
9524	Returned Check Dining/Plus Account Office	5
9525	Student Account External Collection	15
9527	Student Account Payment Due	15
9529	Kentucky Department of Revenue	15
9530	Student Account Payment Plan	15
9531	Installment Payment Plan Ineligible	15

NOTE:

The basis of the statute of limitations listed above is as follows:

- 4 years sale of goods by informal commercial act
- 5 years oral contract in existence other than sale of goods
- 15 years written contract in existence other than sale of goods

There is no statute of limitations for collection of federal student loans.