

Notification of Delinquent University Debt

TO: _____
College/Division Administrator

College/Division: _____

FROM: _____ Human Resources Department
_____ Student Financial Services

DATE: _____

REGARDING:

Applicant or Employee _____

Social Security Number of Applicant/Employee: _____

The account of the person whose name appears above indicates:

- Delinquent debt to the university. A copy of the account is attached.
- Defaulted payment agreement. Copies of payment agreement and account are attached.
- A returned check; number: _____ date: _____ amount: _____

COPY TO: _____ Employee/Applicant

Your university account reveals the financial obligations(s) indicated above and on the attached report.

If you are applying for employment, you are hereby notified that you are not cleared to start work until the delinquent debt is cleared.

If you are a current employee, you may not obtain a parking decal or promotion or other employment enhancements until the delinquent debt is cleared.

Please contact Student Financial Services to clear your account.

Date: _____

Copy (for employment applicants): Assistant Vice President, Human Resources