

## Appeal Process for Employees Related to Financial Responsibility

This appeal process is available to any person who has University delinquent debt or a returned check as outlined in this document--regardless of whether the person is staff or faculty, full-time or part-time, temporary or permanent, or whether holding student status.

1. An employee may receive a copy of his/her account at any time from Student Business Services (SBS) or the department is owed the delinquent debt.
2. An employee who believes that any item(s) on his/her statement of delinquent indebtedness to the University is incorrect for any reason shall contact the manager of the area responsible for the charge.
3. If the employee is not satisfied with the manager's explanation, he/she may appeal in writing to the Senior Vice President for Administration and Finance. Within 10 days of receipt of the appeal letter, the Senior Vice President will consult with the Bursar and/or the manager of any other involved area. The issue before the group will be limited to the delinquent debt itself -- its existence, the amount, the source(s), and the institutional policies related to the charges.

If student and/or academic policies are involved, individuals with responsibilities in those areas also may be consulted.

4. Within 15 working days of receipt of the appeal letter, the Senior Vice President for Administration and Finance will inform the employee of the decision.
5. The decision of the Senior Vice President for Administration and Finance will be final.