UW REGULATION 3-176
Dishonored Checks Payable to the University of Wyoming

I. GENERAL INFORMATION

This Regulation outlines the procedures and fees related to dishonored checks that are payable to the University of Wyoming.

II. SERVICE CHARGE

Notice shall be given, or conspicuously posted, by University personnel authorized to accept checks that the person who tenders a check will be subject to a service charge by the University if the check is returned unpaid by the drawee bank. This standardized charge accounts for the extra effort expended by the University to obtain payment. Persons tendering checks will be deemed to have accepted their liability for such a charge if the tendered check is not paid by the drawee bank.

III. PROCEDURES

Upon return by a drawee bank, the University Cashier shall notify the University’s Accounts Receivable Department. In accordance with Wyoming Statutes, the Accounts Receivable Department shall mail or deliver written notification to the person who issued the check. The notice shall state that the individual has fifteen (15) days following the date of the notice to pay the University the amount of the check and a collection fee not to exceed fifteen dollars ($15.00) or the maximum allowed by Wyoming Statutes.

If after fifteen (15) days the individual has failed to pay the amount of the check and collection fee, Accounts Receivable shall mail a written demand letter to the individual who issued the check. The demand letter shall be sent by certified mail, return receipt requested, to the address on the check or the last known address of the drawer. The letter shall state that the individual has thirty (30) days following the date of the notice to pay to the University the amount of the check and a collection fee not to exceed fifteen dollars ($15.00) or the maximum allowed by Wyoming Statutes. The letter shall also state that if the individual fails to pay the amount of the check and collection fee within thirty (30) days, the individual shall be liable for twice the amount of the check or fifty dollars ($50.00) (whichever is greater) and for interest and costs of collection including reasonable attorney fees. The amounts and fees listed in this Regulation are subject to change, based on changes to Wyoming Statutes.

If payment is not received after the above steps have been taken, the Accounts Receivable department shall pursue such lawful actions as deemed appropriate by the Manager of Financial Services. These actions include, but are not limited to:
A. The denial of future University services, registrations, and grade transcripts by placement of a "financial stop" on the student account.

B. The suspension of check writing privileges for any University services or goods from any of the University's component entities.

C. The cancellation of registration, class attendance and housing accommodations, upon consultation with the Dean of Students.

D. In the case of University employees, an offset against wages becoming due after notice and opportunity for payment has been given the employee. The amount offset shall include the service charge.

E. Referral of the amount due the University to a collection agency. The amount referred will include the costs of collection including reasonable attorney fees and court costs, as may be applicable.

F. The initiation of criminal proceedings.

If at any time, satisfactory evidence is provided to the Supervisor of Accounts Receivable that the check was returned because of facts outside the control of the individual, and that the check was properly drawn upon a bank account in which sufficient funds were on deposit, the Supervisor of Accounts Receivable may, at his/her discretion, waive the service charge upon cash payment of the face amount of the check.

Source:
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