

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-4024 NCF Set-Off Procedures

This regulation provides guidelines and procedures for the collection of funds owed to NCF by its employees, including final action determination and set-off procedures. Under the provisions of Chapter 1010.03, Florida Statutes, NCF, through its Controller's Office, is directed to exert every effort to collect all delinquent accounts. This legislative directive includes the duty of collecting all monies owed NCF by its employees. Recognizing the difficulties that may arise in repaying debts to NCF, the Controller's Office has established a policy that affords NCF personnel ample time and opportunity to clear their debts. However, in light of NCF's statutory duty to clear delinquent accounts, this policy also recognizes that at some terminal point in the collection process there is the necessity for final action to be taken on effecting repayment. Under this regulation, final action may include deducting a percentage of the employee's debt to NCF from his/her paycheck each pay period until the entire debt is cleared.

(1) Categories of Debts. There are four main categories of employee debts, grouped according to the department which has responsibility for their collection:

(a) Travel advance repayment

(b) Student Financial Services

1. National Direct Student Loans
2. New College of Florida Student Loans
3. Short-term Loans
4. Scholarship and/or grant repayments

(c) Cash Collections

1. Returned checks and Service Fees
2. Accounts Receivable, to include:
 - a. Tuition and Fees, and
 - b. Physical Education Equipment
 - c. Keys
 - d. Library fines
 - e. Learning Technologies Fines/Sales
 - f. Graduation Fee
 - g. Health Services