

UNIVERSITY OF HAWAII

Campus: _____
Department: _____

NOTIFICATION OF DELINQUENT FINANCIAL OBLIGATION

Date _____

Our records indicate that you have an outstanding financial obligation of \$_____. A copy of your bill is enclosed.

Payment must be made to this office within fifteen (15) calendar days from the date of this notice. A delinquent financial obligation hold has been placed against your account and will remain in place until payment in full is made. Delinquent financial obligations must be cleared before any transcripts or diplomas can be released and/or any future registration will be allowed. In addition to all other sanctions, the University may commence legal action and/or contract the services of a collection agency to recover monies owed. The collection agency may collect the applicable collection costs as authorized in a written contract with the university pursuant to federal and state law.

If you think that this obligation has been improperly assessed, is excessive, or unfair, you may file an appeal. The appeal must be filed within fifteen (15) calendar days from the date of this notice. Late appeals will not be considered. Appeal procedures and form may be picked up at _____.

Thank you for your prompt attention to this matter. Should you have any questions regarding this "Notification of Delinquent Financial Obligation", please call_____.