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| **abbrevlogo45.jpg** | UNIVERSITY OF SOUTH AUSTRALIA  **Finance Unit FS20A**  **REQUEST TO WRITE-OFF OUTSTANDING STUDENT DEBT**  **FINANCE UNIT USE ONLY** |

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**INVOICE DETAILS:**

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| --- | --- | --- |
| Tax Invoice/statement number to be written off: | Amount Outstanding: | Student ID: |
|  |  |
| **STUDY PERIOD / YEAR** |  | ACCOUNT CODE  **AD 071010\_\_\_\_ 2954**  GL COST CENTRE ITEM CODE |
|  |  |
| STUDENT Name: (in full) |  | |
| Postal Address (last known- in full) |  | |
|  | |

**SUMMARY OF ACTION TAKEN TO RECOVER THE DEBT:**

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| --- | --- | --- |
| **Action** | **Date** | **Comments** |
| **SAS 90 day letter** |  |  |
| **Finance “Final Notice” letter** |  |  |
| **Alternate student’s address/email** |  |  |
| **Referred to Debt Collector** |  |  |
| **Other Action:** |  |  |
| * **School Contacted** |  |  |
| * **Field Call** |  |  |
| * **Skip Trace** |  |  |
| * **Debt collection costs** |  |  |

**REASON FOR DEBT BEING IRRECOVERABLE:**

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**RECOMMENDED FOR WRITE-OFF:**

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|  | **Director of SAS** | **Manager: Financial Services** |
| Signature: |  |  |
| Name *(print):* |  |  |
| Date: |  |  |
| Phone No: |  |  |
| Service indicator (restrictions) to remain on record? | Yes □ No □ |  |

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| **FINANCE UNIT USE ONLY** | |
| **Approved for Write-Off by Associate Director: Procurement and Financial Services (up to 2,000), Chief Financial Officer (up to $20,000) and Chief Operating Officer (up to $100,000)** | |
| Signature: | |
| Name: *(print)* | Date: |

**FINANCE UNIT ACTION: - SEND FORM TO SAS FINANCE FOR PROCESSING IN MEDICI**