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PARKING POLICY

2011-2012

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1 Introduction

The Macon State College Parking Policy is designed to assist with the management of vehicular traffic and parking for the campus community. Macon State promotes safety and requires all drivers and pedestrians observe Georgia traffic laws as well as the policy outlined in this manual.

Transportation issues, particularly those relating to parking, are of great interest to faculty, staff and students. This policy will ensure that college resources for parking are best utilized for the benefit of the whole campus community.

This policy applies to the Macon and Warner Robins campuses.

The main focus of the parking policy is to:

- provide parking access to the campus community

and

- ensure the safety of the campus community

As the campuses of the College expand, the location of parking lots and parking policy will change. Two main themes that affect parking lot configurations include (1) The University System of Georgia Master Plan for Macon State and (2) the relocation of parking lots in conjunction with construction of new buildings. The College Master Plan will be implemented in stages as campus development progresses.

The Department of Public Safety reserves the right to modify parking rules or regulations as needed, to change the allocation of parking spaces when necessary, and to make exceptions if appropriate. The Department of Public Safety may, on occasion, need to close a parking area or roadway for a special event, safety reasons, or repair. The campus community will be informed when changes occur. The Department of Public Safety also has the authority to ticket, immobilize, or tow, at the owner's expense, any vehicle that is in violation of the established rules and regulations. In addition, the Department of Public Safety may relocate a vehicle if necessary when there is no response to a request to move it.

2. Permits

All faculty, staff, students and visitors of the College that park a vehicle on any Macon State Campus must display a valid parking permit. Parking policies apply equally to motorcycle and other motorized vehicles. If an individual is both a student and faculty/staff member, their full-time status determines which permit they will receive. If an individual is part-time student as well as part-time faculty/staff, the individual will receive a faculty/staff permit. Permits fall into the following categories:

- Faculty/Staff Permits
- Resident Student Permits
- Commuter Student Permits
- Trail Walker Permits

- Temporary Handicap Permits
- Temporary Permits
- Visitor Permits
- Vendor Permits

Students must present a valid student identification card, license plate number, and the name of the automobile insurance company in order to receive a Macon State College parking decal.

2.1 Faculty/Staff Permits

All faculty and staff members of the College shall apply for a parking permit that will allow parking on any Macon State Campus. Faculty and staff parking spaces can be recognized by signage and designated wording within the parking spaces. In addition, faculty and staff spaces are indicated by parking stripes painted green which denotes students are not allowed to use these areas. Faculty and staff permits are valid for period of (3) years. Expiration dates are provided on the decals. Faculty and staff members that are assigned individual parking spaces that specifically designate their position or department are not required to possess or display a permit, however they are required to maintain current vehicle registration and parking status with the Parking and Transportation Bureau of the Department of Public Safety.

2.1.1 Resident Student Permits

A Resident Student is any valid student living in a Macon State College designated Residence Life facility on any Macon State Campus. All resident students must maintain current and valid student status with the Office of Residence Life for Resident Parking Permits to remain current. Resident Parking Permits are valid in assigned Resident Parking Lots near each Residence Life facility. These permits allow students to park their vehicles over night in Resident parking lots. Resident decals have to be renewed each fall term. Expiration dates are provided on the decal.

Resident Parking Permits are not valid in other housing areas including privately owned apartment communities. At this time students with valid Resident Permits are allowed to park in white lined parking spaces on any Macon State campus with the exception of faculty/staff, handicap, police, fire, plant operations, visitor, conference, or any other space not specifically designated for standard student parking. Resident Parking Permits are issued to individuals and their respective vehicles and may not be transferred to another individual and/or vehicle.

Resident students may have only one vehicle on campus, and shall only be issued one parking permit. If a resident student replaces his/her vehicle with another vehicle during the academic year or summer session, the student must cancel the original permit and acquire a permit for the new vehicle according to the regulations stipulated in this policy.

Resident students who have a parking permit and whose student-status changes from resident to commuter during the academic year must promptly notify the Department of Public Safety of their status change in order to transfer their permit to reflect their new status. Such a permit change-over is free of charge.

Resident students are responsible for their guests in or on MSC College premises. All guests must sign in at the security booth at the entrance of College Station upon entering the property. Guests are required to provide the name of the Resident they are visiting as well as vehicle information. Guests are only permitted to stay until midnight unless an overnight stay has been pre-approved by Residence Life Staff. Guests shall have a copy of the approval and be prepared

to present it to security personnel. Security reserves the right to deny admittance to anyone that cannot provide adequate documentation or that acts in a discourteous or unruly manner. Residents may face sanctions under the Student Code of Conduct and/or Residence Life for the behavior of their guests. Behavior issues by guests and Residents may also be addressed by campus police in areas where laws have been violated.

Resident students will be charged \$25.00 for any guest assigned to them that does not vacate the premises by midnight unless otherwise approved for overnight stay. The resident student will be cited for “Expired Guest Parking” through the BOSSCARS parking system.

2.1.2 Commuter Student Permits

A commuter student is any valid student living in a non-College owned or leased property. Every commuter student must register his/her vehicle(s) with the Macon State College Department of Public Safety and obtain a commuter student parking permit. Commuter Parking Permits are issued to individuals and their respective vehicles and may not be transferred to another individual and/or vehicle. The permit allows commuter students to park on any Macon State Campus in designated student parking spaces which can be identified by white striping. Commuter students are not allowed to park in spaces painted green, yellow, red, blue, or speciality spaces designated by signage or other traffic control device. Permits have to be renewed each fall term. Expiration dates are provided on decals.

Commuter students who have already obtained a permit from the College may register an additional vehicle at no charge. After the 2nd vehicle registration any subsequent registration will require a \$10.00 fee per vehicle. Each vehicle must be issued a unique permit—and display that permit—in order to park legally. If a permit is found to be displayed in a vehicle other than the vehicle to which the permit was issued, that vehicle is subject to a citation for falsification.

2.2 Handicap/Temporary Handicap Permits

Handicap Parking Permits, either state-issued or College issued, are required at all times to park in Macon State handicap spaces. Handicap permits may be issued by Macon State College upon receipt of a letter from the requestor's doctor's office requesting a handicap parking permit. For faculty and staff, these letters must be directed towards Human Resources. For students, these letters must be directed to the Dean of Students. Human Resources or the Dean of Students will determine what parking accommodations are to be made, and communicate these accommodations to the Department of Public Safety.

Temporary Handicap Parking Permits may be requested by anyone requiring a temporary handicap permit. Individuals can be issued a College handicap permit, or any other permit which meets their medical/physical needs, for up-to (1) semester. After 1 semester, medical documentation from the requestor's medical provider must be provided to Human Resources or the Dean of Students, as appropriate, to receive any additional amount of time of handicap parking.

2.3 Temporary/Visitor Permits

Temporary Permits are available to faculty, staff, students and others who, exceptionally, require parking at a Macon State Campus on a short term basis, normally no longer than three months. Examples of those eligible under this category include Distance Learning students, Conference Attendees or regular students who do not normally study at Macon State College

but are required to attend classes on a short term basis. Other examples include faculty or staff employed on a Macon State Campus on a short term basis. Temporary Permits may be obtained at the Department of Public Safety and are free of charge. Temporary Permit holders are permitted to park in ordinary parking spaces properly designated for their status.

Macon State College welcomes visitors who have business on campus. All visitors must report to the Department of Public Safety for a Visitor's Parking Permit unless they have made prior arrangements with the College to obtain one. This entitles the visitor to park in an allocated visitor parking space. If no visitor spaces are available, visitors may be directed to park in another parking space by representatives or officials of the College. Visitor Parking Permits are also provided to College departments for distribution to the department's guests. For the purposes of this policy, a department guest is an individual whose participation with and subsequent parking at Macon State is specifically requested by a department for the purposes of contributing to the academic and/or institutional mission of the department.

Parking registration for conferences or continuing education courses will be administered through the Department of Continuing Education. Attendees will be provided parking permits that will allow for parking in designated areas. These permits will be disseminated electronically upon course registration or manually by the instructor on the first day of class.

2.4 Drivers with Disabilities

The College is committed to ensuring that those who have special needs have every possible assistance in accessing College premises for the purpose of academic study and employment. Parking spaces for disabled drivers are located as close as possible to the most appropriate entrance of the College building, having due regard for:

- state and federal rules, regulations, and laws
- the health and safety of persons with mobility impairments
- access for persons requiring use of Macon State facilities

There is no limit on the number of parking spaces allocated for disabled drivers but the minimum will comply with current state and federal requirements.

2.5 Permit and Parking Costs

Parking permits are presently issued free of charge.

2.6 Exceptional Circumstances Access to Restricted Parking Spaces

The College reserves the right to allocate a parking permit to individuals, either faculty, staff or student, in exceptional circumstances that will provide access to specific restricted access parking spaces. Requests must be submitted in writing to the Chief of Police outlining the circumstances for which the permit is requested. Exceptional circumstances permit holders will be exempt from parking charges. Issuance of a permit does not guarantee a parking space.

3. Permit Holders – Conditions of Use

3.1 General Conditions

All permit holders must comply with the rules governing the use of the College parking facilities as outlined in section 4.

Permit holders are required to display their issued permit outside their vehicle, on the bottom left hand corner of the rear windscreen (as seen facing the rear of the vehicle) at all times. The permit must be properly affixed. It is applied by removing the permit (decal) backing and applying the adhesive side directly to the vehicle windscreen in the location previously noted. Other devices or techniques to affix a parking permit to a vehicle are not permitted and could result in a citation for failure to properly display a parking permit. If the permit fails to properly affix the driver of the vehicle should contact the Department of Public Safety to receive a replacement free of charge. The defective permit should be returned at that time to parking officials.

All permits remain the property of the College and are not transferable. If a permit is lost or misplaced, notification should be made to the Department of Public Safety so that the old permit can be deactivated and a new permit issued. Replacement permits will be issued at the owner's expense at a rate of \$10.00 per permit. In addition, if a permit is stolen a police report must be filed with the Department of Public Safety. Permits that are stolen will be reissued free of charge with a police report.

Permits must be returned to the Department of Public Safety if:

- a permit is revoked for any reason
- the permit holder ceases working for the College
- the permit is no longer required for any other reason
- if the person to whom the permit was issued ceases to be a student

It is prohibited to alter, tamper, duplicate or forge in any way Macon State College parking permits. This will render the permit invalid and may result in disciplinary action or criminal prosecution.

4. Rules Governing the Use of Macon State College Parking Facilities

4.1 Introduction

The Department of Public Safety is charged with the responsibility and authority to enforce the College's parking policies and regulations. All vehicles on Macon State College property are subject to these regulations. Macon State College parking facilities include the Nola Brantley Library parking spaces allocated on the Warner Robins campus. Furthermore, compliance with the following regulations is a condition of enrolment and/or employment at Macon State College. Operating a motor vehicle on College property is a privilege, which is conditioned, in part, of compliance with these rules and regulations. Macon State assumes no liability or responsibility for damage or theft to any vehicle parked in or on College property. These regulations are applicable to all members of the College community including, but not limited to faculty, staff, students, visitors, contractors, and vendors.

4.2 Enforcement

The Macon State College Parking Policy applies throughout the calendar year and is enforced 24 hours a day, 7 days a week, 365 days a year. To enforce the rules and regulations, the Department of Public Safety is authorized to issue citations, immobilize vehicles, and pursue collections action against violators.

Equipment utilized in parking and traffic enforcement is College property. Vandalizing or destroying, call boxes, vehicle immobilization devices, signs and markings, and/or citations is strictly prohibited.

Citations are issued to vehicles, not vehicle operators. Citations issued to vehicles remain a valid and binding fine, regardless of the vehicle operator. The registered owner of a vehicle is considered fully responsible for all citations issued to his/her vehicle, regardless of the vehicle operator at the time of citation issuance.

Fines accrued by violating the parking policy constitute a lasting financial obligation to the College by the violator until such time as the citations are paid.

An initial citation may be voided as a warning to provide an additional opportunity to explain College parking policies to the violator. Depending on the circumstance and severity of the violation the Department of Public Safety reserves the right to deny this privilege. Any citation that is reduced to a warning must be approved by the Director of Public Safety/Chief of Police.

Citations may be paid using cash, personal check, cashier's check, money order, or acceptable credit card. Payment of citations will be made at the Macon State College Business Office in the Administration Building on the Macon Campus, the Payment Center in the Student Life Center, or the Administrative Office at the Warner Robins Campus.

4.3 Failure to Comply

All Macon State College faculty, staff and students as well as visitors shall be subject to the College parking policy. Details of all offenses will be documented and recorded and will be stored in accordance with the Data Protection Act.

4.4 Regulations

- 4.4.1 Vehicles are only to be parked on Macon State property when the driver has legitimate business at the College.
- 4.4.2 Any vehicle parked on College property must comply with the Macon State Parking Policy.
- 4.4.3 Any vehicle parked on Macon State property must display a valid College Parking Permit.
- 4.4.4 All parking facility users have a responsibility to act in a civil manner towards Department of Public Safety personnel. Failure to do so will result in disciplinary action being taken.
- 4.4.5 Parking is available on campus for visitors with legitimate business. All visitors are to report to the Department of Public Safety or Business Office where they will be issued a one-day visitor's permit which must be clearly displayed on their vehicle rear view mirror. Any vehicle parked in a visitor space without a valid permit may be subject to the inconvenience of verification. Visitors who have not made prior arrangements may have to be verified with the person or persons they are visiting. Parking registration for conferences or continuing education courses will be administered through the

Conference Center. Attendees will be provided parking permits that will allow for parking in designated areas. These permits will be disseminated electronically upon course registration or manually by the instructor on the first day of class at no charge.

- 4.4.6 Any parking for the purpose of making deliveries shall be limited to 15 minutes or such other period authorized by the Department of Public Safety. Any vehicle exceeding the approved time may be cited.
- 4.4.7 Posted speed limits will be observed at all times.
- 4.4.8 All persons are expected to follow lawful driving practices while on campus. Any action which would be considered an offense in a court of law will be considered an offense on site.
- 4.4.9 Persons parking vehicles on College property do so at their own risk. No responsibility or liability is accepted by the College, its employees or its agents for damage to or loss of any vehicle, or its contents while parked on College property.
- 4.4.10 Vehicles without a current state registration or which are not insured must not be parked anywhere on Macon State premises. The College may also take legal action against persons breaching the rules and reserves the right to initiate any other appropriate legal procedures available.
- 4.4.11 All accidents and/or injuries in any Macon State parking area must be immediately reported to the Macon State College Department of Public Safety.
- 4.4.12 Access to all College premises, including parking lots, is by permission of Macon State College. The College retains the right to refuse entry to parking lots and to require users to leave parking areas and to remove their vehicle, any time at its own discretion.
- 4.4.13 The College may authorize parking lots to be temporarily closed and dedicated for specific and temporary operational purposes.
- 4.4.14 Vehicles must be properly parked within a designated parking space with the front of the vehicle at the top of the parking space. Pulling through a space into another for parking purposes is prohibited as is backing into parking spaces.
- 4.4.15 Major repair work, servicing or valet services of vehicles is strictly prohibited within the parking areas of Macon State unless authorized to do so by the Department of Public Safety. When a vehicle is stranded due to a mechanical failure, temporary access will be permitted for tow vehicles for the purpose of completing minor repair and/or recovery.
- 4.4.16 Parking is prohibited specifically in the following areas, locations or circumstances:
 - a) On yellow lines, areas hatched with lines, or areas denoted as prohibited
 - b) In a location which blocks entry or exit for emergency or delivery vehicles: for example, outside emergency exits, plant rooms, delivery areas or on emergency access routes
 - c) On grass areas, sidewalks or turn around areas

- d) In areas temporarily closed off and dedicated by the College for specific and temporary operational purposes
- e) In an area marked as temporarily or permanently allocated for use by visitors or for maintenance or construction work
- f) In areas for which the permit displayed does not apply
- g) Parking without a permit in a permit only area

4.4.17 Pedestrians are afforded right-of-way on all College streets and parking facilities

4.4.18 Speed on campus shall not exceed 15 miles per hour at any time

4.5 Handicap Parking Regulations

- 4.5.1 Any vehicle displaying a valid handicap permit may park in any handicapped, faculty/staff or student parking space at the College.
- 4.5.2 Vehicles must display a valid handicap permit at all times when parked in a handicap parking space.
- 4.5.3 Any vehicle parked in a handicap space for more than 3 days without a Macon State permit is considered a member of the College community and must obtain and display a parking permit to continue parking in handicap parking spaces.

4.6 Motorcycle, Scooter, and Bicycle Regulations

- 4.6.1 Motorcyclists and scooter operators must register their vehicles with the Macon State College Department of Public Safety and obtain a permit. Motorcycle permits allow a motorcycle to park in motorcycle parking on campus. Motorcycles may not park in bicycle parking areas or on sidewalks. Motorcycles cannot occupy a parking space that is not specifically designated for said type of vehicle.
- 4.6.2 Scooters may be secured to bicycle racks. Scooters are two wheel vehicles with a piston displacement between 50 to 250cc's. Furthermore, a Scooter is defined by the Federal Motor Vehicle Safety Standards, §571.123, as a motorcycle that:
 - Has a platform for the operator's feet or has integrated footrests,
 - Has a step-through architecture, meaning that the part of the vehicle forward of the operator's seat and between the legs of an operator seated in the riding position, is lower in height than the operator's seat
- 4.6.3 Bicycles parked on campus must comply with the following regulations:
 - When driven on streets or in areas intended for use by motor vehicles, bicycle riders will observe all applicable traffic rules and regulations applicable to motor vehicles.
 - When parked, bicycles must be in bicycle racks or other spaces/areas designated for their use. Bicycles must be parked clear of sidewalks, ramps, building entrances and handrails/fences. Macon State reserves the right to remove abandoned bicycles at its discretion.
- 4.6.4 Motorcycles, Scooters, and Bicycles will conform to the same parking regulations as traditional vehicles where applicable.

4.7 Citations

A citation must be settled within seven (7) calendar days at the Business Office in the Student Life Center on the Macon Campus or the Administrative Office at the Warner Robins Campus. Failure to settle within the specified time will result in an additional fine of \$20.00 per violation category, loss of appeal rights, and possible disciplinary action.

The citation fine structure is as follows:

- \$75.00 Unauthorized Parking in Handicapped Spaces/Areas
- \$25.00 Unregistered Vehicle
- \$25.00 Improper Parking, Double Parking, or Parking on Driveways
- \$25.00 Obstructing Traffic or Driving in Undesignated Areas
- \$25.00 Parking in Unauthorized Areas or Those Not Designated for Parking
- \$25.00 Parking in Areas Designated for Faculty, Staff, and Visitors
- \$50.00 Parking in Areas Designated for Police, Fire, or Plant Operations
- \$25.00 Parking on a Crosswalk, Access Walk, Loading Zone, or Near Buildings
- \$25.00 Failure to Display Permit in Accordance with Established Parking Policy
- \$10.00 Improperly Displayed Permit
- \$25.00 Parking on Yellow Curb (Bus Stop/Emergency Vehicles Only)
- \$25.00 Parking on Grass/Lawn Areas
- \$25.00 Overtime Parking
- \$25.00 Parking in Reserved Parking or Area Not Permitted For
- \$30.00 Entering Through an Exit (Moving Violation)
- \$30.00 Exiting Through an Entrance (Moving Violation)
- \$10.00 Backing/Pulling Through a Parking Space
- \$25.00 Expired Permit
- \$25.00 Expired Guest Parking (Resident Students)
- \$20.00 Late Payment Fee
- \$20.00 Boot Removal Fee

4.8 Citation Appeals

If a person believes a citation has been issued unfairly, the citation may be appealed. Appeals for Macon State College parking tickets must be made within 7 calendar days from the date the ticket is issued.

Individuals may appeal parking citations by completing and submitting an appeals form through Banner on the Boss Cars appeal area of the online site. During the Appeals process an in-person hearing will not be conducted. Initial appeals will be reviewed by the Department of Public Safety. Further appeals must be made within 3 days of the initial appeal reply and will be forwarded to the Parking Appeals Committee through Student Affairs. The appeals committee may be comprised of (1) Student, (1) Faculty Member, and (1) Staff Member. Macon State College reserves the right to allow substitutions when necessary as well as replace panel members periodically.

Appellants may view the decision of their appeal by returning to Boss Cars through Banner Web. Decisions will not be mailed or e-mailed. The decision of the Appeals Panel is final and binding. In order for your appeal to be processed in a timely manner, pertinent documentation should be submitted when the appeal is filed. When an appeal decision is not in favor of the appellant, the petitioner will have (3) business days to resolve the fine. Payment will be made

at the locations cited in the "Citation" section of this policy. After (3) business days citations not paid will be subject to the standard \$20.00 per citation late fee.

4.9 Vehicle Immobilization (Towing/Booting)

If a vehicle is impeding the free flow of traffic, has over (3) outstanding parking violations, or fines in excess of \$100.00 it can be towed or immobilized with a boot. This policy applies to repeat offenders even when citations are paid if it is determined that violations are continually occurring in the same areas. Citations are a method of warning the vehicle owner. When citations fail to correct violations, it may become necessary to tow or boot a vehicle. Illegally parked vehicles may also be towed from lots when a lot complaint is received and/or a lot is full with multiple illegally parked vehicles.

Vehicles may be ticketed, towed and/or booted at the owner's expense under the following circumstances:

1. Vehicles with three or more unpaid citations.
2. Repeat Offenders: Vehicles with five or more (paid or unpaid) citations received within a semester.
3. Vehicles displaying a falsified, lost, stolen, or unauthorized permit may be immobilized immediately. Individuals found to have caused, committed, or benefited from the falsification of permits, possession of lost permits, the possession of a permit reported to be stolen, or the improper possession of a permit issued to another individual/program/office are subject to a Department of Public Safety investigation, and referral to Student Affairs or Human Resources as appropriate.
4. Illegally parked vehicles that are in a fire lane, police space, handicap space or other restricted space.
5. Parking or blocking other vehicles, roadways, entrances, loading areas, curbs, dumpsters, restricted or reserved spaces.
6. Overtime parking in a time restricted space.
7. Possession of a permit obtained by falsifying information.
8. Vehicles with unpaid fines in excess of \$100.00

4.9.1 Boot Removal and Vehicle Recovery

1. An immobilization notice containing instructions on how to have the boot removed will be attached to the vehicle (driver's side window and windshield).
2. If arrangements have not been made by the registered driver of the vehicle to remove the boot within 48 hours of placing the boot on the vehicle, the vehicle is subject to towing. An illegally parked vehicle will still receive citations while the boot is in place. Once a vehicle has been booted and subsequently towed, the registered driver/owner

will be responsible for all fees incurred (including citations incurred, boot removal fee, and towing/storage fees).

3. If a vehicle is towed or immobilized, the registered driver/owner responsible must report to the Department of Public Safety Office to make arrangements to recover the vehicle.
4. Customers must pay a **\$20.00 boot removal fee** and any unpaid citations associated with the vehicle prior to removal.

Macon State College assumes no liability during the application or removal of a parking boot. Any vehicles on College property meeting the above criteria are subject to towing and/or booting. Once a vehicle is immobilized the boot will only be removed after all open citations have been paid.

After a vehicle remains booted in excess of 30 calendar days without the vehicle owner contacting the Department of Public Safety, the vehicle is considered abandoned and subject to the following:

- The vehicle may be investigated and/or ticketed by the Department of Public Safety
- The vehicle may be towed and impounded by the Department of Public Safety at the College's discretion.

The College assumes no liability for impoundment or impounded vehicles. At the time of impoundment, the vehicle owner is responsible for payment of all impoundment, storage, and disposal fees assessed by the private towing company. Once impounded by a private contractor, the vehicle owner has 30 days to pay the contractor before the vehicle is disposed of by the contractor.

5.0 Collections

Citations open in excess of 30 calendar days are subject to collection action up to and including referral to a collection agency. In addition, an administrative hold will be placed on all Banner records and information for non-payment of debts.

6.0 Reserved