

**WAC 172-144-110 Notice of outstanding financial obligation. (1)**

Whenever the university determines that a debt owed to the university is outstanding, the university shall provide written notice to the debtor. The notice shall include:

- (a) The amount of the debt owed to the university,
- (b) The basis for the claim,
- (c) A demand for payment within a certain period of time, and
- (d) Notification of the right of the debtor to challenge the debt by requesting a brief adjudicative proceeding by submitting a request within twenty-one calendar days of the notice.

(2) The notice must be served on the debtor. Service may be accomplished by:

- (a) Posting the notice in the United States mail, properly addressed to the last known address on file for the debtor with postage prepaid;
- (b) Personally serving the debtor; or,
- (c) By emailing the debtor if the debtor has previously agreed to receive notice via email.

[Statutory Authority: RCW 28B.35.120(12). WSR 15-24-047, § 172-144-110, filed 11/23/15, effective 12/24/15.]