



WILLIAM & MARY

CHARTERED 1693

EMPLOYEE ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY

1. University Policies and Responsibilities

I am bound by certain policies, procedures, and handbooks of the College of William & Mary (W&M). The particular items applicable to me depends upon my status; these generally include, but are not limited to University Policies published in the [Policy Library](#) and Financial Operations Policies published in the [W&M Finance Repository](#). All members of the W&M community are bound by the Code of Ethics, found at [Code of Ethics](#).

2. Financial Obligations

I understand that I may incur obligations to repay W&M for various reasons and acknowledge that I am personally responsible for any resulting balances or debts, which I will settle promptly or upon separation from W&M, whichever comes first.

- Overpayments
- Parking Fines or Dames/lost property
- Library Fines or Unreturned items
- Travel Cash Advances
- Non-Travel Cash Advances
- All unspent advance funds must be returned immediately to the Cashier's Office at Blow Hall, via cash or check.

3. Collections and Communications

If I fail to repay any debt owed to W&M:

- W&M may offset the debt from any funds due to me including wages.
- W&M may contact me via phone, email or text, using any information I provide, including automated or prerecorded messages.
- I agree to pay all cost associated with collections, including late fees, third-party collection costs, attorney's fees (up to 30% of the principal and related charges), and court costs.

This agreement is subject to the laws of the State of Virginia, without regard to its conflict or choice of law provisions. I irrevocably consent to the jurisdiction of the state and federal courts located in Williamsburg/James City County, Virginia in any lawsuit arising out of efforts to collect funds owed to the university, or the enforcement of any judgment.

Banner ID#

Printed Name

Signature

Date

W&M employees requesting an advance should print and sign the form, then upload an electronic copy into W&M Workday Expenses.