

## TITLE: CHECKS RETURNED FOR NON-PAYMENT

Initial Action: 12/11/97  
Board Resolution: 97-127, 00-108,26-009  
Last Revised:  
    Policy: 02/02/2026  
    Procedure: 02/02/2026  
Last Reviewed: 02/04/2026  
Effective: 02/04/2026  
Next Review: 02/04/2029  
Policy Owner: Finance and Administration

### POLICY:

If the College receives notice of a check returned for non-payment a fee will be applied to the student's account.. If notice of non-payment is received before the start of classes, the student's account will be returned to a status of non-payment; and the student will be dropped from class rolls if payment has not been received by the designated last day to pay. In either instance, payment must be by cash, cashier's check, money order or credit card.

### PROCEDURE:

1. A fee of \$35.00 will be applied to the student's account for a returned check.
2. The student's account will be flagged by the Cashiers Office to prevent registering for classes until the obligation is met.
3. The student will be notified of the fee and account status by the Cashiers Office.