INTENT

Insufficient fund check payments are costly documents for the University since they can involve both financial loss and loss of staff time. It is the intent of this policy to place sanctions against the occurrence of insufficient fund check payments and to assure that when they occur they will be resolved in the shortest possible time.

POLICY

Upon notification by the bank of an insufficient fund check payment, the Accounting Office shall immediately process charges against a student's account in the amount of the check plus the University bad check fee. The Accounting Office will immediately send two copies of a letter to the student, one to the campus address and one to the home address, informing him/her of the bad check and fee and requesting immediate payment or an interview within one week to make payment arrangements satisfactory to the Bursar. If the student does not make payment arrangements satisfactory to the Bursar within one week, the Bursar will inform the Office of Records and Registration, and the Office of Records and Registration shall place a hold upon the student's records. After a student has given the University one insufficient fund check payment, all future payments to the University, for whatever purpose, must be made by cash, cashiers check or other cash equivalents.