

MANUAL OF PROCEDURE

PROCEDURE NUMBER:	3106	PAGE 1 of 2
PROCEDURE TITLE:	Student Returned Checks	
STATUTORY REFERENCE:	Section 1010.03, Florida Statutes	
BASED ON POLICY:	III-1 College Business Affairs	
EFFECTIVE DATE:	June 3, 1981	
LAST REVISION DATE:	March 17, 2023 ; January 30, 2024	
LAST REVIEW DATE:	March 17, 2023 ; January 30, 2024	

I. PURPOSE


To establish a procedure for handling student-related checks returned to the College.

II. PROCEDURE

- A. Returned checks are checks a payer's bank has declined to honor and sent back to the College due to insufficient funds, closed accounts, or other reasons. These checks were initially given to the College by or on behalf of a student and in payment for credit and non-credit tuition and fees, special fees, and/or any other obligations at the College.
 1. All checks returned for any reason, such as insufficient funds, will be charged to the student's College account. The Controller's Office will forward this information to the Student Financial Services Department for further processing.
- B. Student Financial Services will handle all student-related returned checks as follows:
 1. A charge in the amount of the returned check will be assessed to the student's account.
 2. A returned check penalty fee may be assessed to the student's account.
 3. The College will follow its processes to notify a student that a debt is owed and must be paid to the College in the amount of the returned check and any returned check penalty fee assessed.
 4. A hold will be added to the student's account, and the student can only pay the debt by cash, money order, cashier's check, credit card, or electronic payment.
 5. If any monies are refunded to or credited to a student's account. In that case, those funds will be used first to satisfy any outstanding debt, including a returned check and any resulting penalties or fees, beginning with the oldest debt. This includes circumstances where a student drops a course and a credit, is issued to the student's account for any other reason.

- 6. For any debt remaining in a student account after the College has attempted to collect the same, the College may refer a student's account for collections per [Procedure 3243 Outstanding Student Financial Obligations to the College](#).

- C. Appropriate notice will be placed at the Bursar's cashier windows indicating: "RETURNED CHECKS WILL RESULT IN A RETURNED CHECK PENALTY FEE."

	01/30/2024
PRESIDENT	DATE