

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3106

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PROCEDURE TITLE: Student Returned Checks

STATUTORY REFERENCE: FLORIDA STATUTE 1010.03

BASED ON POLICY: III-1 College Business Affairs

EFFECTIVE DATE: June 3, 1981

LAST REVISION DATE: October 11, 2005

LAST REVIEW DATE: October 11, 2005

I. PURPOSE


To establish a procedure for handling student related checks that are returned to Miami Dade College for any reason by the drawer bank.

II. PROCEDURE

- A. Returned checks are those which were originally given to the College in payment for student credit and non-credit credit registration fee, special fees, and obligations, and the checks have been returned to the College by the drawer bank for insufficient funds, closed account, or any other reason. The College's depository bank has standing instructions to automatically redeposit all checks returned to them by banks for insufficient funds. All checks returned for other reasons and all checks returned a second time to our depository bank are to be charge to our account and forwarded to the College's Student Financial Services Department.
- B. For all checks returned to the College, a \$15 returned check penalty fee will be assessed against the student who presented the check.
- C. For all returned student related checks in this procedure, the following action will take place:
 1. The Student Financial Services Department will inform the debtor, via letter, that the subject check, plus the \$15 returned check penalty fee, must be paid by cash, money order, cashier's check, or credit card.
 2. If the student drops a sufficient number of courses to cover the returned check, or the student is administratively withdrawn before the end of the 100% refund period, the student receives a 100% refund which is applied to the returned check. The student

still owes the College for the \$15 returned check penalty fee.

3. If the student drops courses or is administratively withdrawn after the end of the 100% refund period, no refund is issued. The student owes the College for the amount of the returned check plus the \$15 returned check penalty fee.
 4. The Student Financial Services Department will:
 - a. Create the accounts receivable for the returned check and the \$15 penalty fee no later than the following business day, after receiving the returned check.
 - b. Provide notice to the debtor.
 - c. Issue two dunning notices on any unpaid returned check and/or penalty fee amounts.
 5. If the student does not pay the debt within a reasonable period of time, the obligation will be referred to a collection agency and the student may become responsible for all collection agency charges.
- D. An appropriate notice will be placed at the Bursar's cashier windows stating:
- "RETURNED CHECKS WILL RESULT IN A \$15 RETURNED CHECK PENALTY FEE."**
- E. For all unpaid returned checks and returned check penalty fees, transcript and grades will be withheld, and such students will not be permitted to register for classes.
- F. Refunds resulting from courses dropped by the student or administratively will be applied to outstanding financial debt the student has and any remaining refund will be issued to the student, or any remaining obligation will be immediately due and payable by the student to the College.

	
	10/11/05
PRESIDENT	DATE