

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	G-XI	Effective Date	04/19/2024
Subject:	Student Financial Responsibilities/Check		
Source:	Vice President, Finance & Administration		
Approval Authority:	President	Approval Date	04/19/2024
Approved by Leadership Team:	Benson:	Hills:	McKown:
History:	Previously effective 08/15/2013, replaced policy dated 02/09/2001		
Remarks:	Policy updated to new format.		

### **PAYMENT OF REGISTRATION CHARGES WITH INVALID CHECK OR ACH**

Upon receipt of a check or ACH returned unpaid due to "insufficient funds", "account closed" or any other reason, the Business Office will contact the student by email/mail/phone. A hold will be placed on the student's account until the balance is paid in full. If the balance due is paid by check or ACH, the account will be held for an additional 14 days to ensure settlement.

### **GENERAL UNPAID FINANCIAL OBLIGATION(S)**

Registration for courses at the College results in a financial obligation that creates a student account, and charges for tuition and fees are considered a loan for educational purposes. Any unpaid balance owed to the College for tuition, fees or any other incidental charges, is a financial obligation that will be submitted for collection if the account becomes delinquent and/or the student/individual defaults on payment. The student/individual will be liable for collection fees or any other incidental cost incurred by the College to collect the balance due. Students with unpaid financial obligation(s) to the College will be held and not permitted to re-enroll until either such obligations have been met, enrollment in the Highlander Restart Program, the enrollment is for training 100% paid for by a third party, or special approval of the Vice President, Finance & Administration.