

## POLICIES AND PROCEDURES

Subject: Student Financial Responsibilities/Check Reference: G-XI

Source: Vice President, Business Services Eff. Date: February 9, 2001

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: This policy replaces previous policy dated September 1, 1997.

Date: February 9, 2001

### PAYMENT OF REGISTRATION CHARGES WITH INVALID CHECK

Upon receipt of a check returned unpaid due to "insufficient funds", "account closed" or any other reason, the Business Office will contact the student by mail/phone. A hold flag will be placed on the student record until the balance is paid in full.

### GENERAL UNPAID FINANCIAL OBLIGATION(S)

Students who pay any charges/fees (other than those relating to registration) with a check which is returned unpaid for any reason, or who have unpaid financial obligation(s) (of any nature) to the College, will be referred to the Dean, Student Services. All records, grades, and other official documents of students with unpaid financial obligation(s) to the College will be held until such obligations have been met, and such students shall not be allowed to re-enroll without special approval of the Dean, Student Services.