

POLICY: 3.1.13. (II.A.2.g, V.N.)

Personal Checks

Revised: March 14, 2006

Last Reviewed: March 14, 2006

Adopted: April 23, 2001



POLICY:

Personal checks shall be accepted with proper identification by the college for fees, tuition, services, books or class supplies. When a bank refuses to honor such a personal check, the college shall charge a service fee to the person who presented the check. This service fee may not exceed \$30 or 5% of the face value of the check, whichever is greater, plus the amount of any fee charged to the college by the bank.

Students shall be notified by mail of a dishonored check and given ten (10) days to satisfy this debt. If payment to the college in the form of cash, postal money order, or cashier's check is not made within ten (10) days, the college shall place an "administrative hold" on the student's accounts and records. Until the Vice President of Administration clears the "administrative hold", the student shall not be issued quarterly grade reports, transcripts, or any other student records, or allowed to register, graduate or receive college services. If the dishonored check was for tuition, the college may also administratively drop or withdraw the student from class(es).

Each technical college may adopt its own local policy concerning personal checks as long as the local policy does not conflict with this policy/procedure. If a college has not adopted a local policy, then this policy/procedure controls.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

Returned Check Forms –

Attachment: 3.1.13p.a1. Contract for Collection of College's Unpaid Accounts Debt Collection

Attachment: 3.1.13p.a2. -Referral Letter to Collection Agency