

**TITLE: CHECKS RETURNED FOR NON-PAYMENT  
AND DECLINED CREDIT CARD CHARGES (STUDENTS)**

Initial Action: 12/11/97  
Board Resolution: 97-127, 00-108  
Last Revised:  
    Policy:  
    Procedure: 10/25/2017, 8/2000  
Last Reviewed: 12/14/2022  
Effective: 12/14/2022  
Next Review: 12/14/2025  
Responsibility: Finance and Administration

**Policy:**

If the College receives notice of a check returned for non-payment or a declined credit card charge, a fee will be applied to the student's account. If notice of non-payment is received after the start of classes, refer to Student Financial Obligations policy and procedure, reference number 491.10. If notice of non-payment is received before the start of classes, the student's account will be returned to a status of non-payment; and the student will be dropped from class rolls if payment has not been received by the designated last day to pay. In either instance, payment must be by cash, cashier's check, money order or credit card.

**Procedure:**

1. A fee of \$36.00 will be applied to the student's account for a returned check or declined credit card charge.
2. The student's account will be flagged by the Accounts Receivable Technician to prevent registering for classes and receiving transcripts and/or grades until the obligation is met.
3. The student will be notified in writing of the fee and account status by the Accounts Receivable Technician.