
FINANCIAL INFORMATION

RETURNED CHECK POLICY

The return of a check issued to CCC will result in a \$30.00 fee for each returned check being placed on the student's account on whose behalf the check was presented. Persons who submit checks to the College for payment that are subsequently returned for insufficient funds stopped payment or the inability to locate could have their semester classes voided. A student whose check is returned for tuition will be dropped from their course.

All returned checks are processed by the bank twice before being deemed insufficient. When the bank returns a check, the Controller will contact the department or individual who accepted the check. That business unit or person will notify the student or individual by telephone. If there is no reply within 24 hours, a registered letter will be sent to the person as notification of insufficient funds. If no action has resulted in seven (7) business days, the check will be turned over to collections. If the returned check was written by a student or on behalf of a student, that student's account will be placed on hold until payment is made for the check and the returned check fee.

A person will be allowed two returned checks before payment by check will not be accepted. Return checks must be paid by cash, money order, cashier's check, or credit or debit card. In writing, the Controller will notify the appropriate campus personnel not to accept checks from students who have violated this policy.