



## **COLLEGE ADMINISTRATIVE PROCEDURE MANUAL**

<b>Procedure Title</b>	<b>Procedure Number</b>	<b>Page(s)</b>	<b>Date Adopted:</b>
Student Financial Responsibilities/Check	FD - IV	1	8/26/2025

### **BASED ON BOARD POLICY**

<b>Section</b>	<b>Policy Title</b>	<b>Policy Number</b>	<b>Date Adopted:</b>
F – Students	Tuition and Fees	FD	8/26/2025

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

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 in payment. The student/individual will be liable for collection fees or any other incidental cost incurred by the College to collect the balance due. 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 Vice President, Finance & Administration.