

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: IV:01:01

DATE: May 1, 1987

REVISION/REVIEW DATES: May 1997, Nov 1997, Aug 2000, June 2003, Aug 2011, May 2014

SUBJECT: Returned Checks

APPROVED: William A. Meehan, President

PURPOSE

This policy is to establish the University mechanism for collection of returned checks.

POLICY

Jacksonville State University will accept check payment by mail, paid to the Office of Student Accounts or by electronic check online through My JSU.

The University may cash money orders, up to \$100.00 for currently-enrolled students.

The Office of the Bursar is responsible for collection of any returned check.

1. In the event a check is presented to JSU and not honored by the drawee's bank, the Office of Student Accounts will:
 - A. Charge the maximum fee allowed by Alabama State Law for each returned check.
 - B. Mail a certified letter to the drawee at the address listed on check. The check must be redeemed within fourteen (14) days from the date of delivery or the check may be referred to the Calhoun County District Attorney's Office, Worthless Check Unit, for collection.
 - I. If payment is for current semester charges, and student is not the drawee of the check, a copy of the letter is sent to the student's mailing address that is recorded with the Office of the Registrar.
 - C. A "Z1" hold (found on SOAHOLD) is placed on a student account through the auto hold process due to an account balance. This hold will prevent future registration and/or the release of official transcripts.
 - D. If a check is referred to the District Attorney for collection, JSU can no longer accept payment of this instrument.

- I. If a student wishes to make payment after a check has been referred to the DA, he/she is instructed to contact the Worthless Check Unit at (256) 231-1772.
 - II. An "RT" hold (found on SOAHOLD) is placed and will prevent future registration and/or the release of official transcripts.
 - III. The student account is flagged in the TouchNet Cashiering System and **no payment** can be accepted until payment of the returned check has been made to the District Attorney's Office.
 - IV. Online payment will be frozen and the student will receive a message to contact the Office of Student Accounts.
- E.** The Office of Student Accounts reserves the right to re-deposit any dishonored check if available funds are verified at the drawee's bank. If a drawee requests JSU to re-deposit a check, the returned check fee must be paid prior to deposit. If any check is re-deposited at the request of the drawee, and is returned, a second charge will be levied. If drawn on a local bank, a cashier's check may be requested by JSU for immediate payment.
2. Any returned payment by electronic check or savings account is not eligible for referral to the District Attorney's Office for collection. These will be collected through the Office of Student Accounts by the Accounts Receivable Collections Clerk. The return check fee will be levied on the account.
 3. After having two (2) returned checks, the privilege of paying by check is forfeited. All JSU offices must then accept payment by cash, cashier's check, money order or approved credit card.

RESPONSIBILITY

The Vice President for Finance & Administration is responsible for this policy.

EVALUATION

The policy will be reviewed every five years by the Office of the Controller.