

## **Returned Check Procedure**

This procedure defines the Bursar's Office process when a check is returned to the University of West Georgia by a bank, for any reason.

### **Procedure:**

Any check payment (paper or electronic) issued to the University of West Georgia for payment of tuition and fees, housing, meals, parking fines, bookstore charge, etc. must be paid upon presentation to the bank on which the check is drawn. Any check(s) returned to the University as unpaid, for any reason, will be handled in accordance with the State Laws of Georgia (O.C.G.A. § 13-6-15 and § 16-9-20).

Upon receipt of a returned check:

- The Bursar's Office will place an AR (Accounts Receivable) hold on the student's Banner account.
- Notice will be provided to the student via the student's official University of West Georgia email address on record in the student's Banner record.
  - The email notification will provide instructions as to the date which payment must be made, and the form of payment that will be accepted to clear the debt with the University.
- Additional notice will be provided via a telephone call to the phone number(s) on record in the student's Banner record.
- Any student who has not paid/resolved a returned check and the applicable fees by the established deadline provided in the aforementioned notifications, may result in the cancellation of the student's schedule.
- All checks (paper or electronic) returned for nonsufficient funds, stop payment, closed account, invalid account number, or similar, will be subject to a returned check fee of \$25.00, or 5% of the face amount of the check, whichever is greater.
- Upon the first receipt of a returned check (paper or electronic), the student's (maker's) privilege of writing checks to the University will be suspended for one calendar year.
- Upon the second receipt of a returned check (paper or electronic), the student's (maker's) privilege of writing checks to the University will be permanently revoked.
- A "No Check List" will be maintained and disseminated to the departments and auxiliaries on campus who do not have Banner access. This list will be updated monthly by the Bursar's Office. This list will include:
  - Name of student/marker
  - Student's Identification number (if applicable)

Any amount owed to the University of West Georgia that is not paid in full will be subject to reasonable collection fees which could include collection fees, attorney fees, court costs/fees and other charges necessary for the collection of the debt.

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