

Returned Check Policy

When a check for tuition and fees is returned, the Business Office will immediately notify the student. The student will be advised that if payment for tuition and fees is not made within five (5) days from the date of the notification, the student will be removed from all class rosters. There is a \$30 fee for each returned check.

If the student fails to respond within five (5) days, the Business Office will notify the Office of Student Services to remove the student from all class rosters. The instructor of each course will be notified by the Office of Student Services of the College's action to remove the student from his/her class roster. The student will not be allowed to re-enroll until all outstanding debts to the College are satisfied and will be placed on a cash-only basis.