

Finance and Supporting Services

B. Income

3215 Charges for Returned Checks

As a convenience to students, various offices of the College District accept checks in payment of fees, services, books, etc. When such a check is returned unpaid, the following actions will be taken to compensate the District for related administrative costs:

1. The student shall be notified in writing that his/her check has been returned and of the action being taken;
2. A hold will be placed on the student's records preventing him/her from registering for classes, receiving transcripts, etc.;
3. A "returned check fee" of \$20.00 will be charged and will be required to be paid before the hold is released.
4. If the returned check and fee have not been paid within sixty (60) days of notification, then suit may be filed for the greater of three times the amount of the check or \$100 as authorized by California Civil Code, Chapter 522, Section 1719.

The Chancellor, or designee, may waive any of the above actions if the check was returned through bank error and the District is so notified in writing by the bank.