

**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, Feb. 2022**

**SUBJECT: Returned Checks**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE**

This policy establishes the University mechanism for collection of returned checks.

**POLICY**

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

The Office of the Office of Student Accounts 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 a paper check. The paper check must be redeemed within fourteen (14) days from the date of delivery, or the paper 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 in Banner on SOAHOLD) is placed on a student account through the auto hold process due to an account balance. This hold will prevent future registration if balance is greater than \$200.00 and/or the release of official transcripts if balance is greater than \$10.00.
- D. If a paper 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. This check is subject to be turned over to an outside collection agency if collection by JSU staff is unsuccessful.
3. After having two (2) returned checks, a student forfeits the privilege of paying by check.. All JSU offices must then accept payment by cash, cashier's check, money order, or approved credit card.

### **RESPONSIBILITY**

The Senior Vice President for Finance & Administration and Chief Financial Officer is responsible for this policy.

### **EVALUATION**

The policy will be reviewed at least every five (5) years by the Office of the Controller.