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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: DISHONORED PAYMENT PROCEDURE

NUMBER: PRO 6-20

REFERENCE: Rule 6.13

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**I. PURPOSE**

To state procedure on dishonored methods of payments in the form of checks, credit cards and any other form of payment.

The following procedures apply to all checks, credit cards and any other form of payment for fees returned to Lake-Sumter State College due to insufficient funds, exceeded credit card limit or any other reason:

- a. A \$25 service charge or 5% of the face value of the check, whichever is greater, will be assessed by the College for handling each returned item.
- b. A student is notified in writing of the dishonored check by Financial Services. The student is given 14 days from the date of notification to make payment.
- c. A returned check (or charge) issued for payment of registration fees will result in a hold being placed on the student's file. If the student has not made payment on the dishonored check within 14 days from date of notification:
  1. A student's registration is canceled if classes have not started. The student still owes the returned check charge even if the student does not attend class;
  2. A student being withdrawn from classes if classes have started, is held responsible for payment of returned check (or charge) plus the returned check charge. Readmission or future registration will be permitted only after payment is made in the amount of the returned item plus the service charge;
  3. A hold will be placed on the student account until payment in full has been received;
  4. Payment of the returned item plus the service charge in cash, credit card (if credit available), debit card or by a cashier's check, will result in the hold being removed.
- d. For any student whose record (file) shows a hold due to a returned item:
  1. Grades will be held and the student will not be permitted to register for future courses at Lake- Sumter State College. In addition, any request for a transcript of the student's College record will be refused;
  2. A hold on the student's record will be removed within two business days after the obligation is cleared.

- e. When any unpaid balance due the College becomes uncollectible by College personnel, the services of a collection agency shall be contracted for collection purposes. Credit bureaus also may be notified of overdue accounts.
- f. Write-off of uncollectible accounts shall be recommended to the District Board after all efforts to collect the overdue accounts have been exhausted.