

### **Collection of Non-sufficient Funds (NSF) Checks**

Individuals and organizations are required to reimburse the College for any checks returned by the bank for any reason for the amount of the returned check plus a collection fee set by the Board of Trustees. Individuals and organizations will be sent three notices indicating the amount of the returned check and fee. In the case of students, they will not be allowed to register, and transcripts and graduation certificates will be held until the amount is paid in full in cash or with a money order. In addition, if, after all due diligence has been completed, the balance is still unpaid, the Comptroller is authorized to employ a collection agency in the collection of delinquent accounts. An additional collection fee may be added to the unpaid balance for the services of the collection agency.

In the case of employees, a court order may be procured to garnish the wages.