

# **BAD CHECK AND DELINQUENT ACCOUNT POLICY**

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## **Financial Obligations to the University**

Failure to meet financial obligations to the University may result in the student's dis-enrollment with no credit for the semester. Such students may be denied enrollment in subsequent semesters. The University will withhold copies of educational records of students who have outstanding debts to the institution and/or forward all accounts to a collection agency for further processing.

## **Collection Policy**

All delinquent debts and/or obligations to the University will be turned over to a collection agency for further legal collection action. All student accounts turned over to a third party for legal collections will be subject to pay the fees of any collection agency, which may be based on a percentage at a maximum of 15% of the debt, and all costs and expenses, including reasonable attorney's fees, Clayton State University incurs in such collection efforts.

## **Returned Check Policy**

If a financial institution declines payment of a personal check tendered by a student and returns it to the University, the student will be charged \$30.00. If a student check used for payment of registration fees is returned, the student will be assessed a late registration fee in addition to the service charge. A stop payment of a check does not constitute a formal withdrawal from the University or cancellation of registration and is considered a returned check. Official transcripts of credit will not be issued for students whose accounts in the Bursar's Office are held to be delinquent. If necessary, legal action will be initiated by the University for the collection of debts. Students who submit bad checks may be required to pay by other methods in the future.