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### **RETURNED CHECK POLICY**

If the Business Office accepts a check in payment of tuition, fees, book, etc., the check is deposited in conformity with the Daily Deposit Act. If the check is subsequently returned by the bank, due to insufficient funds in the appropriate account or the account being closed or stop payment being made, the Business Office is to immediately write a letter to the individual issuing the check. The College should explain in the letter the circumstances causing the check to be returned and that the individual has ten days from the date of the letter to clear up the matter. If after ten days the Business Office has not heard from the individual, a registered letter (return receipt requested) is to be mailed to the individual stating that if the matter has not been cleared up within five days of the date of the receipt, the check will be turned over to the legal process for collection.

*Approved by Brunswick Community College Board of Trustees  
October 13, 1981  
June 18, 2013*