

Essex County College College Regulation

REG 3-4 TUITION AND OTHER PAYMENTS

Purpose:

To strengthen internal control over cash accounts in order to adequately account for all receipts and disbursements.

Application:

1. Students, with no prior balance, who wish to pay for their tuition by check (in country) must have the check payable to Essex County College not to exceed current balance due.
2. Students who have a prior balance on their tuition account must pay the balance due on their prior accounts in full prior to registration. Personal checks will not be accepted for payment of a prior balance. Payment must be made by cash, certified check, credit card, or money order in the amount of the prior balance and late fees assessed.
3. Checks drawn on foreign banks in payment of tuition and fees to be credited to the student's account designated on the check. Excess funds, if any, can remain on deposit or be refunded to the student if in accordance with grantor stipulations.
4. Financial aid checks of prior semester when endorsed by a student can be used to pay a tuition account balance of a current semester if the financial aid check is greater than the current account balance.
5. Post-dated checks are not acceptable for tuition payment or any other payment of debt.
6. A student who issues a non-sufficient fund (NSF) check to the College will be placed on a cash basis for all future payments due the College. An NSF fee will be assessed for each check returned to the College.

Return payments for non-sufficient funds to include but not limited to uncollected funds, refer to maker, account closed are to be posted to the student's account to properly show the account balance.

Return payments for non-tuition such as bookstore purchases, transcripts, and parent fees are to be posted to the student's account, whether active or inactive.

In those instances where a student's bank has made an error in stamping a check NSF, it is the responsibility of the student to obtain a letter from the bank on bank letterhead signed by the appropriate officer.

7. The Bursar is charged with the responsibility to enforce the collection of monies from students presenting bad checks. Students who issue such checks to the College will be charged a \$25.00 service fee for NSF checks returned by the bank regardless whether drawn by the student or a second party.

8. Upon receipt of the notice that a check is dishonored, it is logged in the daily deposit ledger under NSF.
- (a) NSF form is then completed and a Bursar's hold is placed on the records of the student.
 - (b) A letter is sent to the student acknowledging that his or her check was returned dishonored.
 - (c) If there has been no response in two weeks, a final notice is sent to the student, indicating his/her removal from classes and that the College will pursue payment through a collection agency. The student has five working days to respond to this notice.
 - (d) In the event that the student fails to respond to the final notice, his/her name will be sent to the Dean of Student Affairs requesting immediate removal from classes until payment has been rendered.
 - (e) All outstanding NSF checks will be turned over to the College's collection agency at the end of each semester or term.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A: 64A-12(o)
Regulation History: App. 11/93, Rev. 10/01, 7/11, 3/17	Attachment(s):