

	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to set forth the guidelines for payment by check.

Procedure

- A. The College will accept only checks made payable to Florida State College, unless the check is drawn by the College and is being used by the payee to pay an account with the College.
- B. The College will only accept checks made payable in U.S. Dollars on a bank domiciled in the U.S.
- C. The College will process payments only in the Student Financial Services Offices or the Finance Office.
- D. All checks presented for payment are subject to being honored by the bank on which drawn. No account will be considered paid until the check involved has cleared the listed bank. In the case of local banks this period should be fifteen (15) days or less under normal circumstances.
- E. All checks returned by the bank for any reason will be cleared within seven (7) full work days after receiving written notification unless there are circumstances beyond the control of the individual, and will include a service charge as approved by the District Board of Trustees (DBOT). The service charge will not be assessed upon presentation to the Student Financial Services Office of a letter from the bank that refused payment on the check, certifying the bank was in error; or it has been determined there was an error made by the College.
- F. Only cash, cashier's check, certified check, money order, debit card or credit card may be used to clear the dishonored check and the service charge.
- G. Failure to clear the dishonored check issued for tuition or related registration fees may result in the student being involuntarily dropped (disenrolled) from all classes associated with the subject registration.
- H. Failure to clear checks will result in a financial restriction being placed on the individual's record. Said restriction will prohibit the release of an official transcript and prevent future registration for classes.
- I. The individual's financial obligation for the dishonored check, service charge or other debt will be maintained on the official records of the College until satisfied or until the lapse of the Statute of Limitations.
- J. Any person who has given the College for any reason a check that has been properly dishonored by the bank will be denied check privileges for one (1) calendar year.

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K. The College will follow the applicable provisions of the Commercial Code in the Florida Statutes in obtaining payment on accounts and dishonored checks and service charges.

REFERENCES: FS 1001.64, 1001.65, 1010.03

Adopted Date: November 2, 1987

Revision Date: November 12, 2002, January 14, 2014, April 10, 2017, February 28, 2024