

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**HANDLING RETURNED CHECKS FOR STUDENTS**

Student checks returned for non-sufficient funds:

1. Will be converted into an electronic Automated Clearing House (ACH) transaction by the bank and attempted twice.
2. If not collectible after two ACH attempts, the bank notifies us via fax and the returned check is kept on file with the return notice.
3. The Student Accounts Office will notify the student.
4. The Student Accounts Office will drop the student and/or place the student's account on hold, assess a returned check fee, and follow standard collection procedures.

Student checks returned for non-sufficient funds and other reasons (account frozen, account closed etc.):

1. The Student Accounts Office will notify the student.
2. The Student Accounts Office will drop the student and/or place the student's account on hold, assess a returned check fee and follow standard collection procedures.

Revised—Administrative Committee  
October 14, 1980  
Revised—Cabinet  
October 3, 1988  
Reviewed—Cabinet  
May 30, 1996  
January 17, 2006  
Revised—Cabinet  
September 17, 2019