POLICY TITLE:
Returned Checks Policy

VOLUME, SECTION & NUMBER:
4.1.4

ENTITIES AFFECTED:
Students

ADMINISTRATIVE AUTHORITY:
Department of Finance & Business Affairs

APPROVED BY:
Kentucky State University Board of Regents

EFFECTIVE DATE:
December 18, 2023

REVISED FROM:
Previous Version of Policy

POLICY STATEMENT:

There is a $50.00 fee for all returned checks. If a check is returned, the issuer will be notified that he or she will have ten (10) days to make proper payment. Payment must also include any related fees to prevent any further collection activity. Once the University is informed of a returned check, a hold will be placed on the individual's account. A personal check will not be accepted as repayment for a returned check. Repayment must instead be made in the form of cash, certified or cashier's check, or money order.

PROCEDURES:

Hold Procedures

A hold is a restriction that is placed on a student's account. The Bursar's Office places two types of holds on student accounts:

<u>Registration Hold</u>
This hold will not allow a student to register for classes or add or drop classes.

Transcript Hold
This hold will not allow a student to obtain his or her transcript.

Students can check for any holds by accessing their accounts online using the KSU WIRED system.

How to Release Holds Placed by the Bursar's Office

Hold for Outstanding Balance
Visit the "How Do I Pay My Bill?" section of the Bursar's webpage (https://www.kysu.edu/finance-and-administration/bursar/how-do-i-pay-my-bill.php) and/or visit the Bursar's Office.

Call and/or email the Bursar's Office (bursarmail@kysu.edu) after making a payment so that the Bursar's Office is notified to remove your hold. Holds will be removed only after it has been determined that the balance has been paid in full.

Hold for Federal Loans
Contact Financing and Collections at 502-597-6924, or visit the Bursar's Office.

Hold for Invalid Address or Email Address
Visit the Registrar's Office or visit the KSU WIRED system to update your address.

Email the Registrar's Office after updating your address online. A hold will only be removed after it has been determined that the address information is valid.

NOTE: To release holds placed by other departments, you MUST contact that department directly.

RELATED POLICIES:

Collections Policy