

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 2.1.11.1
Related Policy: 2.1.11
Title: Dishonored Checks
Responsibility: Accounting Manager

Original Approval Date: 08-01-1994
Last Cabinet Review: 02-22-2017
Last Revision: 02-22-2017

President

I. Purpose

The purpose of this procedure is to establish guidelines for dealing with dishonored checks issued to Horry-Georgetown Technical College.

II. Procedure

When a check has been dishonored a second time for insufficient funds or dishonored once for some other reason that constitutes a violation of South Carolina Code of Laws 34-11-60, the dishonored check, draft or other order may be presented to a Summary Court for collection after appropriate notification.

When a check, draft or other order has been dishonored twice for lack of sufficient funds, the College will assess a service charge of \$25 for each check, draft or other order returned.

When the College records a third returned check, draft or other order on any account, Student Financial Services will deny any future payments by check, draft or other order on that account.