

<b>Policies of the University of North Texas</b>	Chapter 10
<b>10.051 Returned Checks or Electronic Payments</b>	<b>Fiscal Management</b>

**Policy Statement.** The University is committed to ensure that all payments made to the University are processed in an accurate and timely manner. The University accepts checks and electronic payments. However, the acceptance of checks and electronic payments is conditional upon satisfactory collection. The responsibility of the debt remains with the issuer until the collection process is completed.

**Application of Policy.** Total University

**Procedures and Responsibilities.**

When a check or electronic payment is returned unpaid, a \$25.00 service charge is assessed to the transaction. Student Accounting and University Cashiering Services will notify the issuer of the check or electronic payment of the return and service charge. The issuer of the check or electronic payment has ten days from the date of the notice to make full payment by cash, cashier's check, or money order. Failure to make a full payment will result in refusal by the University to accept future personal checks. If the issuer is a student, failure to make a full payment may result in cancellation of registration.

If a check or electronic payment from a University department is returned as unpaid, the amount of the check or electronic payment will be charged back to the department via Interdepartmental Transfer.

**Responsible Party:** Issuer, University departments, Student Accounting and University Cashiering Services

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