

SUL ROSS STATE UNIVERSITY
A Member of the Texas State University System

Procedures on Returned Checks
APM 3.06 (Revised 5/2012)

- A. The following procedures are used for collection of returned checks on the Alpine campus.
1. The Cashier's Office will identify the reason for the returned check and determine if the check was issued by a student, or on behalf of a student.
 2. The Cashier's Office will place a hold at the Admissions and Records Office on the records of the student or former student.
 3. The Cashier's Office will mail a certified letter to the maker which will notify the maker that he/she has 10 days from receipt of the letter to reimburse the University. The letter will specify the consequences (as indicated in section 4 below) to the maker if reimbursement is not received within the 10-day period. Reimbursement must be in the form of cash, cashier's check, traveler's check, money order, or by credit card if paid in person in Cashier's Office.
 4. If reimbursement is received, then no further action will be taken. If reimbursement is not received, the check will be taken to the County Attorney for collection. The County Attorney will notify the maker of the check and inform them that they have 10 days in which to make full restitution to avoid the filing of formal charges.
 5. Once a student or students, in the case of joint accounts, has had three returned checks, he/she will be placed on a "cash only" list and will lose the privilege of writing checks on campus. A student who has an outstanding unpaid returned check will also be on the cash only list until payment is made.
- B. The following procedures are used for collection of returned checks issued at Sul Ross State University - Rio Grande College.
1. The Director of Business Services shall insure timely deposits are made for checks received at the three RGC locations. There will be a separate deposit made for each RGC location.
 2. When checks deposited by the Rio Grande College are returned unpaid by

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the respective banks to the Cashier's Office in Alpine, the Cashier's Office will immediately fax a copy of the check to the Director of Business Services - RGC. The original will follow by regular mail. The RGC Business Office will identify the reason the check was returned, whether the check was issued by a student or on behalf of a student, place the student records on hold at the Admissions and Records Office, and notify the student by certified letter that he/she will have 10 days from receipt of the notice to reimburse the University. The letter will specify the consequences to the maker (as indicated in section 4 below) if reimbursement is not made within 10 days. Reimbursement must be in the form of cash, cashier's check, traveler's check, money order, or by credit card if paid in person in Cashier's Office.

3. Students may mail payment to the Business Services at any RGC location. RGC Business Services Assistants will receipt returned check payments and include them with their daily deposits. The original returned check will then be returned to the maker.
4. If payment is received, then no further action will be taken. If payment is not received as outlined above, the original check will be taken to the County Attorney for collection in the county where the check was issued. The County Attorney will notify the maker of the check and inform them that they have 10 days in which to make full restitution to avoid the filing of charges.
5. Once a student or students, in the case of joint accounts, has had three returned checks, he/she will be placed on a "cash only" list and will lose the privilege of writing checks on campus. A student who has an outstanding unpaid returned check will also be on the cash only list until payment is made.