

## Insufficient Funds Policy

If a personal check is returned to the University due to insufficient funds, the individual will be notified by the phone number presented on the check, and via email by Student Financial Services staff with a “Request a Read Receipt”. If other methods of communication do not result in a communication with the student, the student will be notified at their permanent address via certified mail, return receipt requested. The communication to the student will include the outstanding balance, penalties which may be incurred per the student handbook/policies, and other remedies which may result for non-payment, as well as the date upon which the student is required to pay the outstanding balance and any penalty payments.

Full restitution for a check returned due to insufficient funds (including an insufficient fund charge of \$35.00) must be received before tuition or payment plan due deadlines. See Academic Calendar for tuition due dates and Payment Plan Agreement for payment plan due dates.

Appropriate penalties, as outlined per the student handbook or policies, and as noted in the communication to the student, will be added to the student account, including penalties for delinquent payments. Acceptable methods of payment are cash, money order, cashier’s check, MasterCard, or Visa.

UNMC reserves the right to suspend check writing privileges for future UNMC payments should the above situation arise.

Policy Revised:	January 17, 2013
Date Reviewed by	
University General Counsel:	November 9, 2016
Responsible Reviewer:	Joan Hill
Approved by:	Jeff Miller and Education Council
Reviewed:	Every five years