CCS Administrative Procedure
5.10.01-D NSF Check Fee

Implementing Board Policy 5.10.01
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1.0 Purpose

To establish fees and processes for collecting checks returned by the bank for non-sufficient funds.

2.0 Limitations and Requirements

2.1 As authorized by state law and the State Board for Community and Technical Colleges, CCS will charge a fee for each check returned for non-sufficient funds (NSF).

2.2 NSF checks are sent directly from the CCS financial institution (bank) to Global Payments collection agency.

2.3 The current fee is $20.

3.0 Collection and Fee Processing

3.1 Global Payments (GP) is responsible for collection efforts on the NSF checks and assesses fees for the collection process.

3.1.1 The fees are assessed against the student and are the responsibility of the student.

3.1.2 GP fees are in addition to the CCS NSF check fee.

3.2 The accounting department receives notification from the bank of checks sent to GP. GP also provides notification to CCS of checks received on their behalf.

3.3 Upon receipt of the bank’s notification, the accounting department records a ZN charge for the face amount of the NSF check on the student’s cashiering customer account.

3.3.1 Simultaneously, the $20 NSF check fee is assessed against the student and recorded as a ZM charge on the student’s customer account.

3.3.2 The $20 ZM charge must be paid at the Cashier’s Office or through the District Business office. Students will not be referred to GP for ZM charges.

3.4 Unusual Action Codes are added to the student’s record in the Student Management System at both colleges for ZM and ZN charges.

3.4.1 Unusual Action Code CA corresponds to the ZN charge. The code notation will be “refer student to GP for payment”. Payment from the student will not be accepted.

3.4.2 Unusual Action Code C4 corresponds to the ZM charge. The code notation will be “payment must be accepted by cashier; do not refer to GP.”

4.0 Related Information

State Accounting & Administrative Manual, 85.54.52 – Collecting NSF Checks

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