

ULM COLLECTION POLICY FOR RETURNED CHECKS AND ELECTRONIC PAYMENTS

When a check or electronic payment, hereafter referred to as a check, is dishonored by a bank or financial institution, it will be returned to Student Account Services. This office is responsible for initiating and monitoring all collection efforts for returned checks.

A Student Account Service employee will email the account holder to notify the individual that a check has been returned from their bank.

The student's account will be updated to reflect the returned check. If the student is on a meal plan and the amount of the check is substantial (i.e., tuition or room and board), meal cards will be deactivated until payment in cash, money order, cashier check, or credit card has been made. Any student financial aid awarded to the student via the University will be used to offset the amount of the returned check plus any applicable fees before a refund of financial aid is issued to the student.

A Student Account Service employee may call the bank on which the check was drawn to determine if funds are currently available to cover the check. If the bank verifies that the check is "good," an employee may take the check directly to the bank and receive a cashier's check payable to the University of Louisiana at Monroe for the amount of the returned check.

Students who have returned checks that have not been paid by the end of the semester or who have not made payment arrangements will be unable to register for classes for any future semester or to obtain a transcript until the check and any applicable fees have been paid. If returned check charges and fees are not paid in a timely manner, the student's account will be turned over to our in-house collection manager.

ULM may not accept personal checks from any individual who has had two checks returned to the University.