



PROCEDURE TITLE:

Returned Checks

APPLIES TO:

Students and any other individuals or entities making payment to KSU by check

ADMINISTRATIVE AUTHORITY:

Division of Finance & Administration

APPROVED BY:

President Koffi C. Akakpo

EFFECTIVE DATE:

June 23, 2025

NEXT REVIEW DATE:

June 23, 2027

PROCEDURE STATEMENT:

This procedure outlines the fee, consequences, and required actions for resolving a check returned to Kentucky State University (KSU) for insufficient funds or any other reason.

DEFINITIONS:

Returned Check

A check that a bank refuses to honor.

Financial Hold

A restriction placed on a student's account by the Bursar's Office. This may be a Registration Hold, which prevents a student from registering for or making changes to their class schedule, or a Transcript Hold, which prevents a student from obtaining their official transcript.

PROCESS:

Initial Actions and Notification

- A \$50.00 fee is assessed for all returned checks.
- The Bursar's Office will place a financial hold on the individual's account immediately upon receiving notification of the returned check.
- The issuer of the check will be notified that they have ten (10) days to make proper payment.

Repayment Requirements

- The repayment must include the original amount of the check plus the \$50.00 returned check fee to prevent further collection activity.
- Repayment must be made in one of the following forms:
 - Cash
 - Certified or Cashier's Check
 - Money Order
- A personal check will not be accepted as repayment for a returned check.

Releasing Account Holds

- Financial holds will be removed only after the Bursar's Office has determined that the full balance, including the fee, has been paid in full.
- Students can check for holds on their accounts at any time by using the KSU WIRED system.
- To resolve the balance and have the hold removed, the individual should make a payment and then notify the Bursar's Office that payment has been made.

REFERENCES AND RELATED MATERIALS:

- KSU Collections Policy

CONTACTS:

Subject	Office	Telephone	E-mail
Procedure Questions	CFO/Vice President of Fin. & Admin.	(502) 597-6429	Melissa.Hicks@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	December 2023	Danyel Tolbert and Wendy Dixie

Substantive Revisions (Reclassified as a Procedure)	June 2025	Zach Atwell
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