

Dishonored Payments

I. Purpose

The purpose of this policy is to outline the events occurring upon receipt of a check or card that is subsequently dishonored by the financial institution for the payment of fees pursuant to Tennessee Board of Regents (TBR) policy 4:01:03:00 or for the payment of other fees or charges.

II. Scope

This policy applies to any Dyersburg State Community College (DSCC) student who tenders payment of fees by a check or card that is subsequently dishonored by the banking institution on which it was issued and to any DSCC student, faculty, staff or other party who remits payment of other fees or charges with a dishonored payment.

III. Policy

Any person who enrolls as a student and who tenders payment of fees with a dishonored payment shall be disenrolled if not redeemed within five (5) calendar days. The student will be notified by email to the student's MyDSCC email address within 2 business days of the returned payment being received by Business Financial Services' office.

Any student, faculty, staff or other party who remits payment of other fees or charges with a dishonored payment will be subject to the same policy governing indebtedness to the college. The person shall be given notice of the dishonored payment, sent certified mail, demanding payment within five (5) days.

Check writing, debit card and/or credit card privileges may be revoked for anyone who has a payment dishonored by his/her banking institution.

A \$30.00 dishonored payment fine will be added to the dishonored amount and will only be waived by written notice by the individual's banking institution that the check was returned by bank error.

IV. Compliance

All faculty, staff, and students of DSCC are responsible for adhering to this policy.

V. Definitions

Student – Any person who is admitted and/or registered for study at DSCC for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding

academic period, and during any period while the student is under suspension from the institution. Finally, “student” shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct.

VI. Revision History

Policy written October, 2004. Policy revised November 2012; approved by Administrative Council on 12/14/2012. Policy revised and approved by Admin Council 1/26/23. Policy revised and approved by Admin Council 11/20/25.