

Holy Family Cristo Rey Catholic High School

Bad Check Policy

Holy Family Cristo Rey Catholic High School (HFCRCHS) processes all payments upon receipt. If a check is rejected by the payor's bank and returned to HFCRCHS, the following steps are performed:

- 1) The payor is called and notified that the check has been returned.
- 2) A log will be kept of returned checks.
- 3) The payment is voided in the accounting system and added back to the payor's account.
- 4) A charge of \$15 is added to the payor's account and the payor is rebilled.
- 5) If there is a hardship in the family, they are sent a form to request assistance from the assistance fund. This fund may be used for food bills and education bills.
- 6) No Federal Funds nor Public Funds will be used to pay a bad debt for returned checks.