

## **Non-Sufficient Funds (NSF) Check Policy**

Summary: Zion Lutheran School charges \$35 for each returned check. Anytime a returned check is received, a cash payment, cashier's check or a money order in the amount of the returned check plus the \$35 returned check charge is required within five (5) business days. Failure to do so may result in the student being required to withdraw from a program or school until the required payment is made.

Detail: Any individual from whom a check is received by Zion Lutheran School in payment for a an item, or a service, and such check is not honored by the appropriate bank, shall be assessed a service charge in the amount not less than the amount charged to Zion Lutheran School by the bank. A minimum charge of \$35 will be assessed for any NSF check not honored by the appropriate bank that entails any action by Zion Lutheran School staff to collect. Actions are defined as a phone call, a letter, or filing with the Logan County Court System. Once Zion Lutheran School has been notified regarding a NSF check you will be notified and will have five (5) days to make proper payment or to arrange for a satisfactory payment schedule. The secretary in the Zion Lutheran School office will date stamp the receipt and attempt to notify the individual. The five (5) business days is based on the date Zion Lutheran School receives the NSF notice from the bank. The individual making the payment shall present either cash, cashier's check, or money order for the appropriate check amount plus the \$35 service charge. If payment is not received within five (5) business days, the payment schedule is not adhered to or the monies do not appear to be collectible, then Zion Lutheran School shall take appropriate action to recover the fee or charge through the General Sessions Court. I have read and understand the NSF Policy as set by Zion Lutheran School.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_