

# **\*\*Notice\*\***

## **Non-Sufficient Funds Policy**

The Board of Nazareth Area School District recognizes that there may be occasions when a personal check may be returned from the bank because of insufficient funds or any other reason.

A service charge of \$15.00 per attempt plus postage will be assessed for all returned checks. The bank will automatically redeposit a dishonored check with the issuing bank. This could lead to a service charge of \$30.00 plus postage if the check remains unpaid after a second attempt.

A letter will be sent to the name and address of the signature on the check. A copy of the check, a copy of the School Board's Non-Sufficient Funds policy, and the amount due plus the service charge will be included.

Ten (10) days will be given to satisfy the obligation. If payment or arrangements have not been made, a private criminal complaint for bad check writing may be filed with the Northampton County District Attorney's Office, as determined by the Business Administrator. The individual signing the check shall be responsible to pay for these additional fees.

If checks are returned twice by the same payer, the district shall require future payment in cash, money order, or certified/bank check.

If the check is made payable to the Cafeteria and the student has funds in an active Cafeteria account, the amount of the dishonored check and all applicable service fees will be deducted from the Cafeteria account.

All financial obligations must be fulfilled prior to graduation in order for a student to participate and receive a diploma.