



Series: 300 (Finance)
Policy Title: Returned Check
Effective Date: November 17, 2013
Version: 1.1

1.0 Purpose

The purpose of this policy is to provide a standard process for handling returned checks.

2.0 Applicability


This policy applies to any checks written to Our Lady of the Angels School or associations affiliated with Our Lady of the Angels School.

3.0 Policy

- 3.1 If a written check is returned, the respective pastor will be notified prior to contacting the family.
- 3.2 The first time a person or family has a check returned to Our Lady of the Angels School, the person who wrote the check will be notified by telephone. Arrangements for repayment will be made at that time.
- 3.3 The fee that the bank charges for a returned check will be added to the payment.
- 3.4 The second time a person or family has a check returned; they will be requested to make all future payments to Our Lady of the Angels School in cash.
- 3.5 If for some reason payments are not made in full, the family may be asked at the discretion of the Principal not to return to Our Lady of the Angels School the next year until they make full financial restitution.

4.0 References

- 4.1 NA


 Pastor, Holy Trinity Church


 Pastor, Saint Peter Church

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
1	November 17, 2013	Three Year Periodic Review	OLA School Board	November 2016