
NSF Cheque Guidelines

PURPOSE

This guideline is intended to outline the process for NSF cheques that come back from the bank. This process includes **Accounts Receivable**, **College Admission Services**, and **Student Services Office**. All NSF cheques are recorded in the **Student Information Management System**.

SCOPE AND LIMITATIONS

Financial transactions begin with the application process and end with the final payment due on a student's account.

1.0 DEFINITIONS

CAS	College Admissions Services
OR	Office of the Registrar
AR	Associate Registrar
MSD	Manager, Student Development
SSO	Student Services Office
SSR	Student Services Representative
AC	Academic Chair
ARec	NBCC Accounts Receivable
SIMS	Student Information Management System

2.0 IMPLEMENTATION

All financial transactions related to a student's account; with the exception of textbooks and supplies are handled and processed through the SSO.

2.1 NSF Cheques

- Bank notifies ARec that an NSF cheque has been returned.
- CAS notifies ARec that an NSF cheque has been returned.
- ARec notifies SSO.
 - For NSF cheques other than confirmation fee or application fee:
 - ARec notifies the Campus SSO.
 - SSO reverses the payment on the student account.
 - SSO posts NSF Admin Fee on the Student Account.
 - The Negative Service Indicator "Account Past Due" will appear automatically the next day.
 - SSO notifies the student that payment must be received within five (5) business days by cash, money order or certified cheque.
- If the NSF cheque is a confirmation fee payment:

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- MSD will contact the student to see if he/she is still interested.
 - If client is still interested, MSD notifies the Campus SSO.
- Student is notified that payment must be received within five (5) business days by cash, money order or certified cheque.
- If payment is not received, SSO will notify CAS to revoke the acceptance.
 - If client is no longer interested, RSSC will notify ARec, the Campus SSO and CAS.
 - CAS will do the admission revocation and cancel the applicant admission in the system.
- If the NSF is an application fee payment:
 - ARec notifies CAS
 - CAS reverses the payment on the student account.
 - The Negative Service Indicator “Account Past Due” will appear automatically the next day.
 - CAS will update the applicant evaluation status and checklist
 - CAS will contact the client informing him/her of the NSF cheque
- When Payment is Received:
 - SSO posts payment on Student Account
 - SSO removes Negative Service Indicator