

Finance and Operations

Returned Checks & Uncollected Funds Policy

Any check that is returned unpaid from a financial institution, PCSI is authorized to assess a \$15 service charge. The school's administrative assistant will mail a collection letter with a copy of the returned check to the person who wrote the check. If a student or parent has uncollected balances, PCSI reserves right not to release student's records until the full balance due is paid.

Approved: 7/24/12