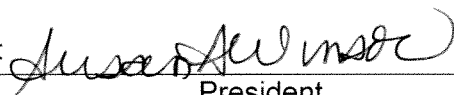
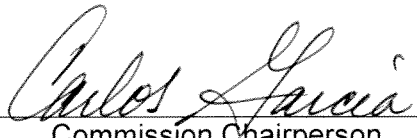


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title: RETURNED CHECKS	Policy Number: 6-5-105
Institutional Authority: Vice President of Administrative Services	
Associated SBTCE Policy:	
Associated ATC Procedure: 6-5-105.1	

Approved:  President  Commission Chairperson

Date Adopted: 07/01/2004
Date Revised: 03/10/2008

It is the policy of Aiken Technical College to establish a procedure for handling returned checks. Aiken Technical College will charge a handling fee for checks returned by the bank. The amount of the fee will be evaluated on an annual basis. If a change is deemed necessary, a recommendation will be presented to the Vice President of Administrative Services for approval.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/10/2011		