



ADMINISTRATIVE POLICY

Student Refund Checks Stop Payment Policy (FB 3)

POLICY STATEMENT

To establish a procedure allowing the timely reissue of student refunds checks which are lost, stolen, or mutilated.

DEFINITIONS

Stop Payment – An order or request to a banking institution not to honor the payment of a check after it has been presented but before it has been cashed.

PROCEDURES

STOP PAYMENT REQUEST

1. Stop payments cannot be placed on a check until 14 days after the date the check was issued.
2. The stop-payment process cannot be cancelled or reversed.
3. If the original check is received or found after a stop payment has been requested, the original check must be returned to the NSC cashier's office as soon as possible.
4. If a check is cashed for which a stop payment request has been issued, then the recipient will have received double payment and committed fraud. NSC will place a financial hold on the student's account until the college has been fully reimbursed. In addition, penalty charges will be assessed to the student's account equal to all banking related fees but not to exceed \$100.00. Note: check fraud is a reportable crime in the State of Nevada.

COMPLETE AND RETURN THE STOP-PAYMENT FORM:

1. A stop payment form must be completed and signed with the NSC Student Cashier's Office.

ONCE THE STOP-PAYMENT FORM IS RECEIVED BY THE CASHIER'S OFFICE

1. Upon receipt of the stop payment form, the Cashier's Office will process the stop payment form and submit the stop payment request to the NSC Controller's Office. The NSC Controller's office will verify with the Bank that the check has not been received or cashed, and then the stop payment is placed.
 2. The Cashiers Office will issue a replacement check within ten (10) business days after the completed stop-payment request form has been placed with the bank.
 3. The reissued check will be mailed to the address provided in the stop payment request form and the student's account will be updated with this address. Note: It is the student's responsibility to keep their address current on their student record.
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FORMS/INSTRUCTIONS

Stop Payment Request Form

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Stop Payment Form	Cashier's Office	(702) 992-2122	Cory.McDonald@nsc.edu
Financial Aid Refund Checks	Financial Aid Director	(702) 992-2150	Anthony.Morrone@nsc.edu
Stop Payment Request with Banking Institution	Controller	(702) 992-2311	Richard.Hendrickson@nsc.edu

RELATED INFORMATION

HISTORY

Vice President Neel (Approved February 1, 2010)
Provost DiMare (Approved February 1, 2010)
President Maryanski (Approved February 1, 2010)



Nevada State College Stop Payment Request

Reason for Stop Payment:

The undersigned authorizes Nevada State College to issue a **stop payment** on check number _____, in the amount of \$ _____ and dated _____ and made payable to the undersigned. By signature below I verify that I have not received the check and agree to all the terms and conditions stated below in this request.

- Once the stop payment is placed the check becomes **VOID**.
- The check **CAN NOT** be cashed, and **MUST** be returned to NSC Cashier's Office if received after the stop payment is issued
- A replacement check will be issued 10 working days after the stop payment has been processed by the College Controller's Office.
- Failure to comply with the terms and conditions may result in penalties and fees being accessed to your account.

Student Signature _____

Date _____

Please mail to:

Name:	Student ID (H number):
Address:	City:
State:	Zip:
E-mail:	Telephone (Home):
Cell Number:	Telephone (Work):

Upon completion of this form, please mail, fax or hand-carry to:

NSC Cashier's Office
311 Water Street, Henderson, NV 89015
Fax to (702) 992-2111

For Controller's Office use only:

Received by:	Date Received by:
Bank Stop Reference #:	SIS Check:
Date of check:	

Last edited: 12/30/09