

PAYMENT BY CREDIT CARD OR CHECK

AP No. 6175

Board Reviewed: 06/23/1982; 06/13/1984; 05/15/1991; 11/10/1993;
06/23/1982; 2001; 08/16/2006; 04/14/2021

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I. Introduction

- A. The Rio Hondo Community College District accepts as payment for fees, services, and materials sold, personal checks and credit cards when presented in an acceptable form and accompanied with proper identifications, subject to the conditions below.

II. Personal Checks

- A. The District will accept personal checks if they are imprinted with the name and address of the person presenting the check and the person provides their telephone number. The check shall include the imprinted name and address of the bank.
- B. Acceptable forms of required identification include either of the following:
 - Valid identification issued by a government agency which includes a photo (i.e., California driver's license, California I.D. card, passport, permanent residence card, etc.)
 - Rio Hondo College Student I.D. card
- C. Checks received in the mail may be processed without the above identification.
- D. Checks will be accepted in the amount of the transaction only.
- E. The following types of checks are not accepted:
 - Second party checks
 - Non-imprinted checks
- F. The District will assess a service charge equivalent to its bank penalty fee on all returned checks due to non-sufficient funds, closed account, or any other reason due to the responsibility of the drawer.

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III. Credit cards

A. Acceptable forms of required identification include either of the following:

- Valid identification issued by a government agency which includes a photo (i.e., California driver's license, California I.D. card, passport, permanent residence card, etc.)
- Rio Hondo College Student I.D. card