

CHECK CASHING / CREDIT CARDS

AP No. 6175

Board Reviewed: 6/23/82; 6/13/84; 5/15/91; 8/14/91; 11/10/93; 2001; 8/16/06

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- I. Rio Hondo Community College District accepts as payments 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 following conditions:
- II. 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 his/her telephone number. The check shall include the imprinted name and address of the bank.
 - A. Required Identification:
 1. Valid California driver's license or California I.D. card.
 2. Rio Hondo College Student I.D. card.
 3. Checks received in the mail may be processed without the above identification.
 - B. Checks, in amount of purchase ONLY accepted for the following:
 1. Bookstore purchases
 2. Tickets for campus performances
 3. Tickets for athletic events
 4. Traffic citations
 5. Short courses
 6. Registration fee
 7. Community Education events
 8. Enrollment fees
 - C. Unacceptable Checks
 1. Two party checks
 2. Counter checks
 3. Non-imprinted checks

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D. Returned Checks

Rio Hondo Community College District will assess a ten (\$10) dollar service charge on all returned checks due to non-sufficient funds, closed account, or any other reason due to the responsibility of the drawer.

III. Credit Cards:

The Rio Hondo Community College District will accept credit cards for payment of enrollment and other student fees.

The District will continue to accept credit cards for payment of Community Education events and performance tickets sold through the District.

A. Required Identification (two items required):

1. Valid California driver's license or California I.D. card.
2. Rio Hondo College student I.D. card or a major credit card such as VISA or MasterCard.
3. This information may be provided by telephone or mail if the transaction(s) handled by telephone or mail.

IV. Rights Reserved:

The Rio Hondo Community College District reserves the right to delay confirmation of registration or hold admission to Community Education events or performance tickets until the check or bank card has cleared the bank.