



St. Joseph the Worker School

Non-Sufficient Funds Policy

The St. Joseph the Worker School Board recognizes that families will occasionally write non-sufficient funds items, such as cheques or EFTs. When an item is returned by the bank, the School Accountant will notify the family. The Board expects the family to respond to this notice and pay the NSF item plus applicable service charges within 5 working days.

A service charge of \$25 is added for each returned item.

If a family has **two** non-sufficient funds items returned in a school year, the family will be expected to make payment using an alternate method. Acceptable alternative payment methods include certified cheques, or cash.

Families will be notified of this policy in their tuition schedules contained in the registration packages.