**U.S. INTERNATIONAL CHRISTIAN ACADEMY**

*![usica%20logo[1]]()*

Serving students since 2001

***Owned and Operated by Teachers***

*with 25 years of experience in Teaching and Administration*

[**www.usicahs.org**](http://www.usicahs.org)

**e.mail:** **admin@USICAHS.ORG**

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**RETURNED/BOUNCED CHECKS**

1. Payment to U.S. INTERNATIONAL CHRISTIAN ACADEMY is expected to be paid in a responsible and timely manner. However, on occasion, we have received checks from STUDENTS that have been returned by the bank for insufficient funds or bounced due to the account being closed the following will be in full effect as of 1/06/14.

2. Returned Check Policy:

a) All returned checks will incur a minimum of $25 for the first bounced check, and $35 for each additional check in Returned Check Charges.

b) Any checks returned for insufficient funds will automatically be re-deposited.

3. If the bank is at fault, a letter must be submitted as follows:

a) The letter must be on original bank letterhead paper.

b) The letter must state that the BANK made an error that caused the check to be returned.

 If you are unable to make a full payment or if you have questions about the returned check, please contact us at [www.admin@usicahs.org](http://www.admin@usicahs.org)