

## Returned check policy

The Lee/Ogle Regional Office of Education will charge a \$25.00 fee for any check that is returned to our office – regardless of the amount of the check, or the reason that it was returned.

A “returned check hold” will be placed on all accounts, which will block your ability to add/drop classes, obtain grades or transcripts, or any other records or registration services. To remove the hold on your account, you must pay in cash or with certified funds the original check amount plus the \$25.00 returned check charge. **This must be done within 5 business days of being notified by our office.**