



Check-Cashing Policy

The College of Law's Business Office has historically allowed its faculty, staff, and students occasionally to cash personal checks of nominal value as a matter of convenience. But in recent months, requests for this service have escalated, and increases in frequency or amount create an unnecessary business risk. Therefore, the College of Law has established the following limits and guidelines regarding its check-cashing services:

- *Amount:* Faculty and staff may cash personal checks up to \$300.00. Students may cash personal checks up to \$100.00
- *Frequency:* Check cashing is intended to be an occasional service for the convenience of the campus community. For that reason, individuals should limit use of this service to 2 or 3 times per month. The Business Office may decline to cash checks for those who use the service more frequently.
- *Check Types:* The Business Office will cash only personal checks pre-printed with the name of the account holder seeking to cash a check, or checks issued by Stetson University. The Business Office cannot cash checks—including paychecks or expense reimbursement checks—that exceed the limits noted above. *The Business Office will not cash third-party checks endorsed over to the College of Law.*
- *Insufficient Funds:* If a check is returned due to insufficient funds, the check casher will be charged a \$25.00 fee for each returned check. If the check casher has checks returned on two or more occasions, the Business Office will not cash any other checks for that person. Check cashers are expected to pay any fee assessed promptly. For students, the fee may be added to the student's Banner account if not promptly paid. Students are also reminded that Rule 3-11 of the Florida Rules of the Supreme Court Relating to Admissions to the Bar includes "financial irresponsibility" as a potential basis for further inquiry by The Florida Board of Bar Examiners before recommending admission to practice.

We appreciate your cooperation with this policy.