

UNIVERSITY of



DAYTON

Personal Check Cashing Policy

Effective Date: December 6, 1993

Approval: March 23, 2016

Maintenance of Policy: Office of Student Accounts

PURPOSE: This policy sets the amount limits of cashing personal checks at the Office of Student Accounts (Bursar).

SCOPE: University Staff, Faculty, and Students

POLICY:

I. A student or an employee may cash his or her own personal check in the Cashiers' Office up to a maximum of \$100 in one day. A student may cash a check from a parent up to a maximum of \$300 in one day. The cashier's office will not cash other third party checks.

II. If a check written to the University for cash or for payment of goods or services is dishonored by the bank, the Bursar will assess a service charge of \$25 + 1% of the check amount. In addition, future check cashing privileges may be revoked.

REFERENCE DOCUMENTS:

POLICY HISTORY:

Approved in Original Form:
December 6, 1993

Approved as Amended
December 11, 1995

Approved as Amended
July 24, 2000

Approved as Amended
March 23, 2016