



## 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. The College of Law has established the following limits and guidelines regarding its check-cashing services:

- *Amount:* On the Gulfport campus, faculty and staff may cash personal checks up to \$300.00 at the Business Office; students may cash personal checks up to \$100.00. At the Tampa Law Center, faculty, staff, and students may cash checks up to \$20 at the law library.
- *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 (or law library on the Tampa campus) may decline to cash checks for those who use the service more frequently or who have had checks returned.
- *Check Types:* The College of Law 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 College of Law cannot cash checks—including paychecks or expense reimbursement checks—that exceed the limits noted above. *The College of Law 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 College of Law 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.