

## **UNIVERSITY CHECK CASHING POLICY**

**EFFECTIVE DATE: 12/01/15**

### **UCA DEPT. OF FINANCE & ADMINISTRATION**

Students, faculty, and staff may cash first-party personal checks, which are made payable to the "University of Central Arkansas", at the University's Cashier's Office. Students may cash first-party personal checks at a maximum of \$50.00 per day. Faculty and staff may cash first-party personal checks at a maximum of \$100.00 per day. Failure to ensure sufficient funds to cover all checks written to the University will result in assessment of a fee and may result in termination of check cashing privileges. Students who do not redeem checks returned to the University by the financial institution may face disciplinary action, including, but not limited to, expulsion and criminal prosecution. Faculty and staff who do not redeem checks returned to the University by the financial institution may face criminal prosecution and/or garnishment of wages.

Additional considerations:

1. There is an insufficient funds charge of \$15.00 for any returned check.
2. Cashier's check, money order, and cash are the only methods of payment accepted for a returned check. Full restitution must be made for returned checks. Partial payments will not be accepted.
3. The University reserves the right to contact the appropriate prosecuting authority, as allowed by state law, if checks that have returned unpaid, as well as any associated fees, have not been redeemed within 30 days.
4. The University will permanently withdraw check cashing privileges from anyone who has three (3) checks returned unpaid, for any reason.