

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations FO-13**

**Check Cashing**

All faculty and staff check cashing will be performed at the Bursar's in the Estill Building. Certain rules will be the same as those currently in effect for students, some of which follow:

1. Texas Driver's license and SHSU ID will be required.
2. Check cashing will be limited to \$100.00 a week, \$50.00 maximum per check.
3. Past due balances must be paid before a check will be cashed.
4. All returned checks will be handled by the Student Financial Service/Bursar's Office which charges \$25.00 on each returned check.
5. Three (3) returned checks at SHSU will result in the loss of check writing privileges for at least one long semester.

**Returned Payment Policy**

A returned payment is one returned to the University rightfully unpaid due to no fault of the bank or the University. The payment may have been made by the student or on his/her behalf by a spouse, guardian, friend or sponsor.

The University reserves the right to refuse to accept personal checks of any student who previously had a check or checks returned.

**Return Payment Procedure**

A \$25 processing fee is charged for each returned payment. Students have 10 days from the date of Student Financial Services/Bursar's notification to pay the returned payment and the processing fee or to contact the University. Failure to respond within 10 days may\* result in the student being resigned from the University. Students resigned are eligible for reinstatement upon redemption of such payments, and the returned payment processing fee and the payment of a reinstatement charge of \$50.00. A student who fails to make payment before the first day of final exams will not receive credit for the work done that semester and will not be allowed to register for future semesters until he or she pay the delinquent amount. In addition, checks may be referred to the District Attorney of Walker County for prosecution and collection.

Students will have the opportunity to be heard regarding any special circumstances. Such circumstances will be given full and fair consideration. The Bursar or a delegated employee may grant an exception to the returned check policy, based on the evidence presented.

\* The student should not assume that we are resigning him or her. If the student stops going to class without officially resigning from school, he or she will be subject to the grade of F.

Reviewed by: David Verghese, Treasurer – 11/4/2016  
Debra Holl, Bursar – 11/4/2016

Next review: 8/31/2019