

## 1.0 PURPOSE

To provide conditions and process for check cashing

## 2.0 SCOPE

House Bill 2069, signed by the Governor on April 30, 1993 (RCW 28B.10.031) gives Community Colleges permission, with approval of the respective board of trustees, to accept payroll checks, expense checks, financial aid checks, or personal checks in exchange for cash from students or staff under certain conditions.

## 3.0 DEFINITIONS

## 4.0 PROCESS

### 4.1 Conditions

- a. Checks are drawn to the order of cash or bearer.
- b. The person presenting the check must produce identification that he or she is currently enrolled or employed by the college.
- c. The payroll check, expense check, or financial aid check shall have been issued by the college.

### 4.2 Limits

At any time – Cash of up to \$10 may be returned to a person who is making a purchase with a personal check, provided they are enrolled at or employed by the college.

### 4.3 Adjudication and Penalties

- a. A student or employee shall be given written notice if a check is dishonored for non-sufficient funds (NSF) by the bank. The student or employee is entitled to a brief adjudicative hearing, if they wish, to explain the circumstances and arrange for restitution.
- b. The student or employee must request the brief adjudicative hearing, in writing, within five (5) days after notification of their dishonored NSF check. This request will be addressed to the attention of VP for Finance and Administration. The hearing will be held within ten (10) days of the request for the hearing. Representing the college at the hearing will be the VP for Finance and Administration and one or more of the following: the Executive Director of Business Services, the Bookstore Manager, or the Director of Residence Halls and Residential Life; depending upon the payment purpose of the check (tuition, books, dorms, miscellaneous fees).
- c. The debt incurred for the dishonored (NSF) check will not be waived; however the college's collection charge for a dishonored (NSF) check may be considered for waiver by the Executive Director of Business Services, if circumstances warrant.

d. Depending in the findings of the brief adjudicative hearing, the college may:

- In the case of a student, place a hold on the student's enrollment and transcript until payment in full, plus the college's collection charge, is made. Other legal collection efforts may be pursued with collection costs to be added to the full value of the check.
- In case of an employee, withhold from the next payroll check or expense check the full amount plus the college's collection fee. In case the employee is no longer employed at the time or the dishonored check, then the college may pursue other legal collection efforts to ensure payment in full by drawer or endorser along with full calue of the check, including collection costs.

#### 4.4 Exception

- a. If a student presents a check not issued by the college that exceeds the cost of tuition, fees and/or books, or residence hall fees by \$10 or more, the college will receipt the check into the college's accounting system and issue a check for the balance to the student after the student's check is reported as collected funds in the college's banking records (approximately ten days).
- b. In the event the check represents total costs of attending college (tuition, books, fees, residence hall), the entire check will be receipted into the college's accounting system and all charges will be assessed against the check by expense vouchers prior to any cash or check refund to the student.
- c. Payroll or refund checks, under \$25, issued to a student by Big Bend Community College may be cashed without purchase.

#### 4.5 Collection Fees/Costs

A \$15.00 charge may be assessed by the college for each NSF check. Other collection fees/costs that may be incurred in the process of collection will also be added to the NSF charge.

#### 4.6 Business Hours

Normal business hours for the Business Office and bookstore purchases are from 7:30 a.m. to 5:00 p.m., Monday through Thursday and 7:30 a.m. to 2:30 p.m. on Friday. Any exceptions because of night or residence hall registration will be posted.

#### 4.7 Notice

This policy will be posted and displayed at all times in the Bookstore and Business Office.