

Berea College
Check Cashing Policy and Procedure
For Students, Employees and Non-Student Parties
Effective August 04, 2006

Berea College will provide the service of no-charge check cashing at the Student Service Center (SSC) to members of the Berea College community if the following regulations are complied with:

1. A Berea College ID card or a valid photo driver's license must be presented in order for the check to be cashed.
2. Students, faculty and staff may cash both personal and Berea College issued checks, however, Sodexo and CUSA employees may only cash Sodexo or CUSA payroll checks.
3. All students requesting to cash checks must be currently enrolled in the college and upon withdrawal from the College this privilege will cease.
4. All checks must be completely and correctly filled out and are only to be cashed for the payee on the check; the check must be endorsed by the person receiving the money. No third party checks.
5. No individual check or combination of checks totaling over \$500 will be cashed to a single person on any given day due to the limited funds of the SSC, with the exception of Berea College payroll checks, unless otherwise approved.
6. No more than two personal checks over \$300 maybe cashed within a two week period.
7. If a check is returned for insufficient funds, the amount of the check plus a \$10 fee is charged to the student, staff, or faculty's account and if four insufficient funds checks are written, the check cashing privilege ceases, with the exception of checks issued by Berea College.
8. Beginning of semester student credit checks are not cashed at the SSC, but may be cashed at People's Bank with a Berea College ID card
9. The SSC reserves the right to refuse the check cashing privilege upon suspicion of a falsified ID or other circumstance.