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- Issue Date: 04/02/2008
- SME: Controller

Check Cashing Guideline

Guideline

The University of West Georgia (UWG) will cash personal checks for students/employees at the cashier's office up to \$40 with valid student/employee identification.

UWG payroll checks for student workers may be cashed for amounts not to exceed \$200 and may be cashed at the cashier's office with valid student identification.

A service fee of \$25 will be charged for all returned checks.

Restrictions

- Students/employees charged with a service fee will be prohibited from check cashing privileges for the remainder of the academic term.
- Students must be enrolled in classes for current term.
- Dollar limit is \$40 for personal check and \$200 for UWG payroll(*student only*).
- The University will not cash third party checks.

Procedure

- Student/employee should make the checks out to the University of West Georgia.
- Student/employee should present a valid and current student/employee ID.

Applicable Forms

- NA