



## STUDENT BILLING OFFICE SERVICES AND PROCEDURES

The Student Billing Office, located on the lower level, Seay Building, is open Monday through Friday, 8:30 am to 4:30 pm. If there is a change of hours, a sign is posted at the entrance to the Student Billing Office. The Student Billing Office provides the following personal services:

- Acceptance of payments for Faculty/Staff Cyclone Card
- Notary services
- Check cashing within the following guidelines:
  - \$100.00 limit per paycheck (minimum \$5.00)
  - No second party checks accepted
  - Employee or student ID required
  - A person will be charged a fee of \$25.00 if his/her check is returned.