



## Student Resources

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Future  
Students:  
**Apply  
Now!**

### Change Checks/ Financial Aid Overage Checks

**The Accounting/Cashier's Office does not disclose change check amounts or verify when individual student change checks will be ready over the phone.**

For inquiries about your change check(s), please check your student account by clicking on the following link: "[Student Account](#)". Once you log into your account, scroll down to the most recent activity. Once your account shows "Check Issued," a change check will have been printed for you. Checks are distributed on Fridays.

**\*\*\*Please note that this information updates to each student account on Thursday during the fall and spring semesters, and on Wednesdays during the summer semesters.**

You will receive an e-mail to your SwampFox e-mail address when your check has been processed. To verify and/or update your personal information, please do so [here](#).

**\*\*Students must present a valid photo id to pick up change checks.\*\***

### Check Cashing

Personal and student payroll checks (from Sodexo or Follett) along with a valid picture I.D. can be cashed in the Cashier's Office. Our office does not cash third-party checks. The limits for check cashing are as follows:

<b>Personal Checks</b>	
On campus students	\$50.00 or less
Parent or Guardian checks sent to on-campus student or Patriot Place student	NO LIMIT*
Faculty and Staff	\$100.00 or less
<b>Payroll Checks</b>	
FMU student payroll checks, Sodexo, Follett, or Capstone	NO LIMIT*

\*SUBJECT TO CASH AVAILABILITY

### Direct Deposit

The Francis Marion University Accounting/Cashier's Office can now deposit excess funds on student accounts directly into a current bank account. (Direct Deposit is only offered for excess checks (change checks) and not for student pay roll checks.)

If you wish to use this new direct deposit feature, please fill out the Direct Deposit Authorization Form (provided through the following link), attach a voided check, and return both to the Accounting/Cashier's Office in the Stokes Administration Building, Room 103 or mail to: Francis Marion University, Accounting/Cashier's Office, P.O. Box 100547, Florence, SC 29502

[Direct Deposit Authorization Form](#)

### Financial Holds

Pre-Registration: A student may not be allowed to register for a subsequent semester until all past due financial obligations are paid.

Transcripts: FMU may not release official transcripts until all past due financial obligations are paid.

### Past Due Balance Policy

It is the policy of Francis Marion University that a student will not be allowed to register for a subsequent semester until all past due financial obligations are paid. The University may not furnish transcripts if a student is delinquent in paying on a student account or student loan obligations. An account deemed uncollectible by the University may be reported to a credit bureau and referred to a collection agency.

#### **Returned/Dishonored Checks**

Persons who have a returned check with the University will receive written notification and will be charged a \$30.00 returned check fee.

#### **Returned Checks for Tuition/Fees Payments**

Failure to pay the original check amount (of the check written for tuition/fees) and returned check fee within 5 days of written notification will result in withdrawal from all classes.

#### **Returned Checks for Other Payments or Check Cashing**

Persons failing to pay the original check amount (of the check written for other payments or for check cashing) and the returned check fee within 10 days of written notification will be submitted to the Florence County Solicitor's Office Worthless Check Unit.

Returned checks can be paid in the Cashier's Office. Anyone who has three or more returned checks loses his/her check writing and check cashing privileges.

#### **Traffic Ticket Appeals**

Any person who believes that his/her vehicle was unjustly ticketed may appeal. Before completing your appeal, you are encouraged to review the FMU Traffic Regulations relating to your individual rights, and more specifically, the sections which relate to the nature of your citation.

All appeals must be received within **fourteen (14) calendar days** after issuance of the ticket or the right to appeal is forfeited and the fine will double.

***The decision of the Traffic Committee is final.***

For more information, and to fill out the appeal form, please visit the [Campus Police webpage](#).



Francis Marion University  
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