



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 62.19: Checks on a Foreign Bank Made Payable to Texas Tech University by an International Student's Home Government**

**DATE:** September 15, 2009

**PURPOSE:** This Operating Policy/Procedure (OP) sets forth the policy for handling checks issued by a foreign government, person, or organization and made payable to Texas Tech University for the benefit of international students.

**REVIEW:** This OP will be reviewed in June of every fourth year by the assistant vice president for financial affairs and controller and the director of International Student and Scholar Services with recommended revisions forwarded to the chief operating officer and senior vice president for administration and finance and the senior vice provost by July 15. This OP will be reviewed again in 2013.

#### **POLICY/PROCEDURE:**

##### **1. Handling Checks**

- a. When the individual is currently enrolled or in the process of enrolling at Texas Tech University:
  - (1) The preferred handling of the check is a procedure whereby Student Business Services (SBS) will deposit the check for "collection." At the request of the student, the foreign check may be endorsed by SBS "without recourse" and returned to the student only if:
    - (a) The director of International Student and Scholar Services certifies in writing (see attachment) to SBS that:
      - The student is enrolled or the student has supplied documentation to prove intent to enroll (e.g., admission letter, immigration status, proposed financial status);
      - The check is the property of the student presenting it; and
      - SBS has determined that no loans or fees are owed to the university.
    - (2) If an amount is owed to the university (loans or fees), the check must be deposited for collection. A waiting period of three weeks from the date the check is deposited for collection is normally required before releasing any funds to the student. When the total funds are collected from the bank, the amount that is owed to the university will be deducted and the balance will be made available to the student.
    - (3) If the check has been endorsed "without recourse" payable to the student but it is not accepted for deposit by the student's bank, the university will send it for collection as described in (2) above, if requested by the student.

- b. When the individual is **not** enrolled, but was enrolled in the **immediate** prior long semester at Texas Tech University:

These checks may be endorsed "without recourse" or deposited for collection, in accordance with the student's request, if the director of International Student and Scholar Services submits a written request to SBS and certifies (see attachment) that the student was enrolled in the immediate **prior** semester at Texas Tech University. SBS will determine if any amounts are owed to the university. Checks for students owing the university must be deposited for collection as described in section 1.a (2) of this OP.

- c. When the individual is not in the process of enrolling or is not enrolled in the current semester or in the **immediate** prior long semester at Texas Tech University:

Texas Tech University will not handle these checks under any circumstances unless the student owes money to the university. If the money is owed, the check will be deposited for collection as described in section (2) above.

- d. When the individual attends another university after acceptance to Texas Tech University:

(1) A check for an individual who enrolls in another university after being accepted for admission to Texas Tech University for the first time may be endorsed payable to the enrolling university if the director of International Student and Scholar Services provides written certification to SBS. The director will obtain official written verification from the university that the student is enrolled.

(2) A check in this case will not be endorsed payable to the student under any circumstances.

- e. When students transfer from another university:

If a student is transferring from another university to Texas Tech University, any check that has been endorsed to Texas Tech University by another university will be handled in accordance with section 1.a.

## 2. **Verification and Certification of Information**

- a. The director of International Student and Scholar Services is responsible for verifying that any foreign check presented for consideration under this policy does, indeed, belong to the student presenting it for payment (this requires adequate identification from the student).
- b. Student Business Services will not take any action to endorse a check "without recourse" or deposit a check for collection until receiving the proper certification from the Office of International Affairs (attachment). Any international student presenting a check to SBS without this certification will be directed to the Office of International Affairs to obtain the required certification. Copies of certifications and other pertinent information concerning checks for international students will be maintained in the Office of International Affairs.

[Attachment: Memorandum to Student Business Services from Office of International Affairs](#)