



FEU CAVITE
External Affairs Office

POLICIES AND GUIDELINES ON THE USE OF THE FEU CAVITE ATM BY THE GENERAL PUBLIC

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For: FEU Cavite Community

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RATIONALE:

In order to provide additional service to the FEU Cavite community, the External Affairs Office (EAO) collaborated with Bank of the Philippine Islands (BPI) in installing an Automated Teller Machine (ATM) inside the College Building of FEU Cavite. Given that the nearest ATM from FEU Cavite is either at Silang Bayan or at Premier Plaza Mall, having an ATM inside the campus would be helpful for all stakeholders as this will allow individuals to withdraw cash without necessarily going out of the campus.

Apart from the perceived benefits of the ATM for FEU Cavite stakeholders, the said project also aims to extend the services of FEU Cavite to the communities surrounding the school, i.e. residents of Metrogate and Brgy. Biluso. Thus, in order to maintain peace and order and avoid untoward incidents, the protocols for the use of the FEU Cavite ATM are provided below:

POLICIES AND GUIDELINES:

1. All individuals who do not have an FEU Cavite ID are allowed to access the ATM located at the College Building (*outside of the Admissions and Financial Assistance Office*) **provided that they have ANY kind of ID** that they can present to the guards.
2. Prior to entering the campus, individuals who do not have an FEU Cavite ID must present their ID to the guard on duty and register on the log sheet (see sample below).
3. Upon completion of the ATM transaction, guest is expected to exit. Loitering is not allowed.
4. However, if the guest wishes to explore the college building, he/she may do so with the assistance of an FEU Cavite personnel. He/she may visit the Admissions and Financial

