

### **Disbursement of Financial Aid Funds**

The Financial Aid Office works closely with the Bursar's Office in the disbursement of financial aid funds to student accounts. Estimated aid is posted in batch electronically once each semester (in July for the fall semester and in December for the spring semester). Actual aid is disbursed in batch electronically once each semester (in September for the fall semester and in February for the spring semester). Any disbursement adjustments/additions/deletions that are made for a semester after the initial batch electronic disbursement are done as needed by an additional electronic batch (generally on a weekly basis).

Aid funds that are not disbursed by our office include outside scholarships and alternative loans. These sources of aid are posted to the student's account by the Bursar's Office when the check or EFT arrives in the Bursar's Office. Checks received in the Financial Aid Office are immediately taken to the Bursar's Office. The Bursar's Office sends copies of all outside checks (other than alternative loan checks) to our office so we can check the student's aid package to see if an additional resource has come of which we were not aware.

If the check requires the student's endorsement, the Bursar's Office is responsible to notify the student that they need to come to the Cashier's window to sign the check.

Federal Work Study funds are paid to the student every other Friday for the hours worked in the preceding pay period. The student may choose to apply the paycheck to his/her account, but is not required to do so unless he/she has worked a special payment plan with the Bursar's Office and agreed to do so.