

Award / Disburse Policy

EMPL ID: _____

DATE: _____

NAME: _____

SIGNATURE: _____

1. **Enroll in your OCP's**, no awards will show in your account until you have enrolled.
2. **Enroll in ALL OCP's for the Term.** If the system allows, enroll for the entire school year.
3. **Checklist items** must be received by the assigned due date. (see MTC website for Term deadlines)
4. **Missing signatures or Incorrectly completed** checklist items will be returned and are not considered complete.
5. **Once all documents** have been received, you must allow **72 hours for processing**.
6. **Awards will reflect in your account**, after the processing has been completed, and you are enrolled in your programs OCP's.
7. **Your student portal will show disbursement dates.** These dates are **PROCESSING DATES ONLY**, not the date you will receive any credit balance. This process includes checking your attendance and grades. Both are used to consider your continued eligibility for grants and scholarships.
8. **If you have not enrolled in all OCP's in the term**, prior to the disbursement of funds, you will be responsible for any balance remaining on your account once you have enrolled.
9. **Financial aid processes awards and disburses the funds to your account ONLY.** Checks **DO NOT** come out of the Financial Aid office.
10. **Once your student portal shows "Last Refunded"** with a date, a check is in process and you will be contacted through **Student Finance** when it is ready for pickup.
11. **It is the responsibility of the student** to familiarize yourself with the policies listed below. These policies can be found in the 'Financial Aid Policies and Responsibilities' located on our Website:
 - a. Satisfactory Academic Progress (**SAP**) Policy
 - b. Repayment/Return of Title IV Funds Policy (**when you withdraw or complete early**)
 - c. Verification Policy