FV029X

<u>Award / Disburse Policy</u>

EMPL ID:_____   **NAME:**_____

1. **Enroll in your OCP's,** no awards will show in your account until you have enrolled.

2. **Enroll in <u>*ALL*</u> 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 <u>*PROCESSING DATES*</u> <u>*ONLY*</u>, 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 *<u>Student Finance</u>* when it is ready for pickup.

11.

12. **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
       12.

    d.

_____   _____
STUDENT SIGNATURE   **DATE**