

# CHATFIELD COLLEGE

## Student Financial Services

20918 St. Rt. 251 \* St. Martin, OH 45118 \* 513-875-3344  
1800 Logan Street \* Cincinnati, OH 45202 \* 513-921-9856

### REQUEST FOR ADVANCE DISBURSEMENT OF EXCESS AID FUNDS

Chatfield's policy for issuing excess aid to students permits students to request a 50% advance of an expected credit balance during the eighth week of the term, even when all aid funds have not yet been received by the College. The remaining 50% will be issued after all aid funds have been received by the College.

Refunds are made either (i) By check. This is the slowest way to receive your refund. All checks are mailed as soon as practicable. No specific date is guaranteed. Please do not call to inquire about your check as this will not result in sooner disbursement, but rather will slow down the process; or (ii) By EFT (Electronic Funds Transfer), where Chatfield deposits your refund directly into your checking or savings account. An EFT form must be on file with the Business Office. This is the fastest way to receive your refund.

No advance disbursement will be made if:

- the expected final credit balance is less than \$300
- Chatfield is waiting admission information
- There are still omissions or errors in FAFSA data
- Ohio Board of Regents has not verified student's eligibility
- FAFSA data verification process has not been completed (if selected).
- Signed acceptance, Promissory Note, or loan counseling is missing for loan.
- Student's attendance has not been reported as required, or is poor, indicating the possibility of unofficial withdrawal.

**PLEASE NOTE: If the student does not complete the term or otherwise becomes ineligible for the funds which have been disbursed to him/her, the student may be liable to return the funds to Chatfield College or to the Department of Education.**

If you want to receive the 50% advance disbursement, you must complete the information requested below and sign where indicated. Otherwise, we will wait to refund your expected credit balance until after all your aid funds have been received.

Term for which advance is being requested: FA \_\_\_\_\_ SP \_\_\_\_\_ SU \_\_\_\_\_

I prefer my advance to be made by (check one):

\_\_\_\_ **EFT** (electronic transfer of funds directly into your checking or savings account An EFT form must be on file with the Business Office. This is the fastest way to receive your refund), or

\_\_\_\_ **Check** (This is the slowest way to receive your refunds. All checks will be mailed as soon as practicable. No specific date is guaranteed.

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student ID #**

\_\_\_\_\_  
**Campus you attend:**

**St. Martin**

**Findlay Market**

(circle one campus above)

Required contact information: Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Current address: \_\_\_\_\_  
Street Apt # City State Zip

RETURN FORM TO THE FINANCIAL AID OFFICE

**Office Use Only:**

Expected Credit Balance \$ \_\_\_\_\_ x 50% = \$ \_\_\_\_\_

Approved \_\_\_\_\_ (Fin Aid) \_\_\_\_\_ (Student Billing)

Date of Check \_\_\_\_\_ Issued \_\_\_\_\_ (Accounts Payable)

Advance disbursement recorded on student account \_\_\_\_\_  
(Student Billing)