

# Financial Aid Disbursement & Refund Flowchart

**1. For all funding sources (grants, student loans, scholarships), a student's annual financial aid eligibility is determined by the Financial Aid Office.**

**Apply for Financial Aid:**

[http://www.ess.calpoly.edu/\\_finaid/](http://www.ess.calpoly.edu/_finaid/)

**For a financial aid award update:**

**Cal Poly portal: My.CalPoly.edu / Money Matters tab...**

- Accept/Decline award link : view amounts and accept or decline offer.
- TO DO list link: things to do before you can get financial aid funds.
- Parent PLUS loan borrowers (the parent) need to complete the PLUS application process using the link provided on the Money Matters web page.
- Direct Lending Q & A: [http://www.ess.calpoly.edu/\\_finaid/questions.htm](http://www.ess.calpoly.edu/_finaid/questions.htm).

**Complete your federally required on-line student loan entrance counseling:**

[http://www.ess.calpoly.edu/\\_finaid/](http://www.ess.calpoly.edu/_finaid/) (for first-time Direct Lending Stafford & Graduate PLUS loan borrowers).

Financial aid funds will NOT be disbursed to the student's Cal Poly student account until the student has enrolled in the required number of units (for financial aid funding purposes, wait listed classes are not included in the unit count).

**2. Financial aid funds for a given term are disbursed into the student's Cal Poly student account at the beginning of each term, or as they become available thereafter.**

Disbursed financial aid funds will generally be applied against registration fees and housing charges, if any. *All charges not covered by financial aid must be paid by the student before they can register for their next term. Students are advised to view their account activity at least once a week.*

**- Fees, due dates, and payment policies:**

[http://www.afd.calpoly.edu/Student\\_Accounts/pmtsched.htm](http://www.afd.calpoly.edu/Student_Accounts/pmtsched.htm)

**DIRECT DEPOSIT SIGN - UP IS NOW REQUIRED!** It is the FASTEST most SECURE way for a student to receive a refund.

Signing up for Direct Deposit allows Cal Poly to transmit the financial aid refund directly into the student's bank account of choice. Cal Poly then sends the student a courtesy email informing them of the transfer. It's that simple!

**Sign up for Direct Deposit NOW:**

Portal - Money Matters tab - Student Center link (under the Student Accounts & Payment Info column) - scroll down to the Finance section - click on the DIRECT DEPOSIT link (please remember to save your entries).

**3. Once the charges have been paid, leftover financial aid funds are refunded to the student.**

Parent PLUS loan refund checks are mailed to the parent unless the parent submits a signed Authorization Form permitting the PLUS refund to be released to the student.

The Cal Poly refund process runs twice each week.

**Download, complete, and submit the PLUS Authorization form:**

[http://www.afd.calpoly.edu/Student\\_Accounts/Forms/PLUSAUTH\\_0607REV.pdf](http://www.afd.calpoly.edu/Student_Accounts/Forms/PLUSAUTH_0607REV.pdf)

**Mailing your refund check:** without Direct Deposit your refund check will be sent to your mailing address. If it gets lost or stolen the student cannot be issued a new check until the State's Stop Payment process has been completed. **Avoid delays...go with Direct Deposit!**

**Make an instant, on-line payment to your student account:**  
[http://www.afd.calpoly.edu/Student\\_Accounts/onlinepayments.htm](http://www.afd.calpoly.edu/Student_Accounts/onlinepayments.htm)  
(Student's Cal Poly Empl ID# is required to log on)

**KEEP YOUR HOME AND MAILING ADDRESSES  
CURRENT AT ALL TIMES:**

Log on to the portal and access the Personal Info tab (save your entries)