CAPE COD COMMUNITY COLLEGE
DISBURSEMENT PROCEDURE
Prior to 2003-04

1. Disbursement processing begins the day after the drop period ends (4th week of school). After this period, the student may still drop classes. However, the drop shows up as a “W” grade on the transcript and is accounted for in the SAP 67% and 150% rules.

2. The FA Director prints a roster of all aid recipients and their total credit hours. The roster is a job in the Aviion reports system, not in IQ.

3. The FA Director and Assistant Director review all files to ensure that the POE Load in PowerFaids (i.e. enrollment status) matches the number of credits on the roster.
   - Verify Pell amount is correct. Verify MA aid is correct with packaging policies & tuition/fee limit.
   - Shift MA aid into Need-Based Waiver whenever possible.
   - Verify SEOG and Part-Time Grant fall within guidelines.
   - Follow checklist.

4. The FA Director will also run a few QC reports from the IQ system such as Ineligible program lists (IQ) and Part Time Grant amounts or EFC not within EFC guidelines (PF).

5. All potential R2T4 refund calculations will be pulled aside for evaluation after disbursement. Their aid will be removed from the Aviion screens until the recalculation is complete.

6. When all files reviewed and QC reports checked (5-8 days), Financial Aid Director will submit the disbursement job to run in the Aviion system. This job creates a report of all funds and all students. It also creates disbursement registers for each fund. The Business Office uses these to post payments to student accounts. This process takes about 4-5 days.

7. Once the Business Office completes their process, they print the student credit balance checks (or “financial aid checks”). There is usually a short day pick-up period, then any remaining checks are mailed to the students (no greater than 2 weeks).

8. Beginning in 2003-04, all disbursements will occur in PowerFaids and transferred to the Business Office via Jenzabar’s Financial Aid Interface. The Business Office will mail all credit balance checks rather than having a pick-up period.

Attached is a to-do list sample as well as a disbursement schedule for reference.