



Disbursements

Since disbursement usually occurs after the published tuition due date, students who have confirmed financial aid disbursements pending are given an additional grace period for tuition payment.

The disbursement of your financial aid offer is based on your enrollment during the academic year. Each academic year begins in summer and ends in spring. Your total financial aid offer is disbursed in equal disbursements over the quarters of your enrollment during the academic year.

At the time of disbursement, your enrollment and Satisfactory Academic Progress (SAP) are checked. If you have made any changes to your enrollment since accepting your financial aid offer or have failed to meet Satisfactory Academic Progress (see the published SAP Policy statement), your eligibility may have changed. If so, you may end up getting less money than the amount that was listed on the original financial aid offer notice. Please remember that you are responsible for the timely payment of any tuition, fees, or book charges that are not covered by your financial aid offer.

Financial aid funds begin disbursing the first complete week of each quarter. The disbursement of *your* financial aid funds is contingent upon the status of your financial aid offer and your enrollment at the time of disbursement. Delays in disbursement can be caused by late FAFSA application, late submission of requested documentation, late submission of promissory note(s) or Entrance Counseling, and/or changes in your enrollment. To avoid delays in the disbursement of your financial aid, please be sure to respond promptly to requests from our office.

Once financial aid funds are authorized by the Financial Aid Office, the funds will first disburse to your CityU student account. You can view your CityU student account through the Student Portal. The funds will pay any CityU balance first. If there are any residual funds remaining after your CityU account is paid, the refund will be sent to you the following week.

If you previously signed up for direct deposit and are entitled to a refund, these funds will be transferred through EFT (electronic funds transfer) to your personal bank account approximately one week from the disbursement date to your CityU student account. If not, a check will be prepared for you and mailed to the address listed in the Student Center approximately one week from the disbursement date. If you wish to sign up for direct deposit for future financial aid disbursements and have not done so already, you may do so in the Student Center under the Finances heading titled, "Direct Deposit your Refund". Your pop-up blocker must be turned off in order to sign up for direct deposit.

Please note that changes to your class schedule, program of study, and attendance may impact your eligibility for funds, and can result in a balance owing. Please be sure to communicate with your Financial Aid Counselor should you need to make any changes to your status.



What You Must Do for Aid to Disburse

1. Review the “To Do List” Items in your Student Center’s “My Tasks” tile. Be sure there are no pending items to be completed.
2. Register for the number of credits your financial aid is set up for each quarter. If you will not be full time in a quarter, email our office at financialaid@cityu.edu letting us know the number of credits you will be enrolled in.
3. Loan borrowers must complete:
 - Entrance Counseling** The entire counseling process must be completed in a single session. Most people complete counseling in 20 to 30 minutes. <https://studentaid.gov/entrance-counseling/>
 - Master Promissory Note (MPN)** The entire MPN process must be completed in a single session. Most people complete the MPN in less than 30 minutes. <https://studentaid.gov/mpn/>
 - Annual Student Loan Acknowledgement (ALSA)** This is a new requirement beginning with the 2021-2022 financial aid year and takes less than 10 minutes. <https://studentaid.gov/asla/>

Contact the Financial Aid Office if you experience difficulty in completing your financial aid offer acceptance by sending an email to: financialaid@cityu.edu.

If you are a new CityU undergraduate student, please review the annual loan limits below. The number of transfer credits that are accepted for your program will determine your loan eligibility for the academic year. Your initial financial aid offer may not accurately reflect your loan eligibility if your transcripts are still under review. Our office will continue to review your loan eligibility and make any changes necessary if your class level changes.

Undergraduate Students	Base Subsidized & Unsubsidized	Additional Unsubsidized	Maximum Subsidized & Unsubsidized
Dependent First Year (0 - 44 credits)	\$3,500	\$2,000	\$5,500
Dependent Second Year (45 – 89 credits)	\$4,500	\$2,000	\$6,500
Dependent Third Year and Beyond (90+ credits)	\$5,500	\$2,000	\$7,500
Independent First Year (0 – 44 credits)	\$3,500	\$6,000	\$9,500
Independent Second Year (45 – 89 credits)	\$4,500	\$6,000	\$10,500
Independent Third Year and Beyond (90+ credits)	\$5,500	\$7,000	\$12,500



Enrollment

Your initial financial aid offer is based on full-time enrollment throughout each quarter (10 credits undergraduate; 6 credits graduate or doctoral). If you will not be enrolled full time in any quarter listed on your financial aid offer, you must inform our office and a recalculation of your offer may be necessary. In order to be eligible for a federal loan disbursement, you must be enrolled at least half-time (5 credits undergraduate; 3 credits graduate or doctoral). Adjustments made to your enrollment prior to or on the census date may impact your financial aid offer. Such changes in enrollment may cause a reduction of your offer, which may result in you owing a balance to the University.

The state aid programs define enrollment differently than CityU. State aid programs are offered to only first-time undergraduate students, and are prorated to the student’s enrollment by term. For those students who have a state aid program included in their financial aid package (i.e. State Need Grant, College Bound Scholarship and Passport to College), full time is 12 or more credits, ¾ time is 9 – 11 credits, half time is 6-8 credits, and less than half time is 3-5 credits.

Enrollment for Federal Aid		Enrollment for State Aid	
Enrollment	Federal	Enrollment	State
10 credits	Full time	12 credits	Full time
8-9 credits	¾ time	9-11 credits	¾ time
5-7 credits	½ time	6-8 credits	½ time
< 5 credits	< ½ time	3-5 credits	< ½ time

Resources

You must report all resources that are not included in your financial aid package. Resources include employer assistance, scholarships, state grants, vocational rehabilitation, 3rd party tuition payments, etc. A recalculation of your financial aid offer may be necessary. If a change in your offer is necessary, we will send you a revised financial aid offer notice.

120-day Cancellation Provision

If you receive a disbursement of a Federal Direct Student Loan or a TEACH Grant, you have the right to cancel all or a portion of the loan or grant proceeds, if you so choose. You are provided 120 days from the date of disbursement to cancel all or a portion of the loan or grant proceeds without incurring any interest or origination fees on the returned portion. Should you choose to exercise your right to cancel all or a portion of the proceeds, you must contact the Financial Aid Office. You may need to return funds that have already been credited to you via a paper refund check or direct deposit. This information is to inform you of your rights, and a decision to exercise your right is left to you, the student.

Prior Year Charges

Financial Aid for one academic year **may not** be used to pay outstanding charges from previous academic years. If an outstanding balance from a previous academic year is preventing you from registering for classes, you must pay this balance out of your own resources, even if you have been determined eligible for financial aid for the following year.