

## HOW DO I RECEIVE MY FEDERAL FINANCIAL AID?

Once **all the above steps** have been completed and checked by the FAO, **Origination** can begin. Origination is when the loan is created after the FAO confirms with the Department of Education that the student has met all outstanding eligibility requirements, accepted the grants and/or loans awarded by signing a Financing Letter, completed Loan Entrance Counseling, and signed an MPN, if required. Origination confirms many details about the student's program as well as the amounts and the dates when aid should be disbursed to the school for application to the student's CIRCLE account. Origination at CIRCLE usually takes place after July 1 and before August 30..

After Direct and/or Parent PLUS Loans and Federal Grants (if any) have been originated, you will receive a **Disbursement Schedule**. **Disbursement** means the date the funds are released from the Federal Government. That **may not be the same date the funds are applied to your CIRCLE account**. Applying funds to your Circle account can take place up to 3 days later than the date on your **Disbursement Schedule**, and any refund you *may* be due can arrive **up to 14 days later**. The **Disbursement Schedule** tells you the **NET** amounts (of Loans) and the **approximate** dates of disbursements of your federal loans and grants. The NET amount is what is disbursed after the government deducts a "disbursement **fee**" from each loan disbursement, a kind of first payment. PELL & FSEOG grants **do not** have a fee.

CITSTS programs are measured in **Clock Hours** (not credit hours like many schools). Financial aid loan funds are delivered in two disbursements: the first during the first 30 days after starting school, and the second at the half-way point of each program or 50% of completed Clock Hours. **You must be enrolled and attending class to receive your first disbursement.**

Sometimes the posting of funds to your CIRCLE account results in a credit balance. **Any refunds that may be due will be delivered to the student by EFT (Electronic Funds Transfer) also known as Direct Deposit.** You will be contacted by CIRCLE Administration about enrollment in EFT.

***NOTE: "By Federal Regulation, Federal Funds are first applied to the student's account to ensure funds are used for educational purposes. Once received by CITSTS, loan disbursements must be applied to the student's account within 3 days of their availability. Amounts that exceed existing student balances are processed for refund to the student for living expenses within 14 days".***