

# Weekly Disbursement Roadmap

A simple break down of weekly student funding



Tuesday by 12 PM 01

**ALL Aid requests due to FA Office for disbursement.**

-Amanda (Student Accounts) with Scholarship \ Grant checks

-Grant Directors with Monthly Stipends, Semester Tuition, or Semester Books.



-ACH Payments of scholarships \ Grants from Stefany (Comptroller)

- Any Scholarships \ Grants that are paid by ACH Payment cannot be disbursed until the money is received by NHS College and posted in Jenzabar.

02 Tuesday After 12PM

Disbursements are pushed to the business office from the financial aid office.

-Any requests received after 12pm on Tuesday will be disbursed the following week!



Wednesday 03



Amanda (Student Accounts) applies aid to student bills and invoices any AR REFUNDS to Rebecca (Accounts Payable).

04 Thursday

Rebecca (Accounts Payable) processes her office tasks in order to posts payment (EPAY) or prints checks.



Friday 05



Checks are issued no later than today. Direct deposits (EPAY) have been processed. For students who have not enrolled in direct deposit, a physical check will be printed and mailed to the address listed in Jenzabar, unless an alternative address was provided by the student.

06 Saturday \ Monday

If a student has direct deposit, funds will be available as early as Saturday and no later than the following Monday depending on the students financial institution processing time.

