



Request for Financial Aid Disbursement Advance

A disbursement advance is a cash advance against an expected financial aid refund and is intended to help students meet their short term financial needs. Refund advance requests are available only to students receiving sufficient financial aid to create a credit balance after tuition and fees are paid. The maximum refund advance is \$1,000 per semester, not to exceed the credit balance.

In order to request a disbursement advance you must:

1. Complete all financial aid requirements and have a pending credit balance applied to your account by 30 days prior to the start of classes. Due to processing time, students must have all financial aid requirements submitted **45 days prior to the start of classes.**
2. **Submit this application to the Business Office 30 days prior to the start of classes.**
Business Office Contact Info: email: businessoffice@ptc.edu fax: 864-941-8741
3. Register at least half time (6 credit hours) for the upcoming semester by **30 days prior to the start of classes.**
4. Be meeting Satisfactory Academic Progress or have an approved appeal on file.

PTC ID: _____ Name: _____

Phone: _____ Email Address: _____

Amount you are requesting \$ _____ (max \$1,000) for the term _____

Amounts exceeding eligibility will be reduced to current credit amount.

Important Information – Please Read:

1. All applications will be reviewed at least 1 week prior to the start of classes, but not before final grades from the previous term are finalized.
2. Students will be notified via email of the approval or denial of their request.
3. Advances are added as a charge to the student's account for repayment.
4. The processing of refund advances begins three days before the first day of the academic term.
5. Advances are deposited into the student's designated bank account if Direct Deposit has been established at least 30 days prior to the start of classes. If direct deposit has not been established, checks will be mailed to the student's address that we currently have on file.
6. The disbursement advance will be paid first once financial aid funds are received. This will result in any additional disbursement checks of the term being reduced or depleted.

By signing this application, I:

- Certify that I meet the above criteria.
- Certify that these funds will be used for my educational cost of attendance at Piedmont Technical College.
- Authorize the college to deduct the amount of the advance granted from my financial aid funds for repayment.
- Agree that I am responsible for any balance owed that may occur if my enrollment status changes, I fail to attend, or I withdraw from any or all of my classes.
- Agree to pay back the advance if my financial aid is reduced or cancelled for any reason; if not, a hold will be placed on my account preventing future registration or the issuance of my official transcript.

Student Signature _____

(ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED)

Date _____

Deadlines for Disbursement Advance

Fall 2016

	Full/A Term	L Term
All Financial Aid Requirements Due	July 8, 2016	August 12, 2016
Registration Deadline (at least 6 credit hours)	July 23, 2016	August 29, 2016
Disbursement Advance Application Deadline	July 23, 2016	August 29, 2016
Checks mailed/Direct Deposit Available	August 19, 2016	September 23, 2016

Spring 2017

	Full/A Term	L Term
All Financial Aid Requirements Due	November 28, 2016	January 3, 2017
Registration Deadline (at least 6 credit hours)	December 12, 2016	January 16, 2017
Disbursement Advance Application Deadline	December 12, 2016	January 16, 2017
Checks mailed/Direct Deposit Available	January 6, 2017	February 13, 2017

Summer 2017

	Full/A Term	L Term
All Financial Aid Requirements Due	April 3, 2017	April 17, 2017
Registration Deadline (at least 6 credit hours)	April 17, 2017	May 1, 2017
Disbursement Advance Application Deadline	April 17, 2017	May 1, 2017
Checks mailed/Direct Deposit Available	May 12, 2017	May 26, 2017