

## Disbursement Process

### What is “Disbursement”?

Disbursement is the process of transferring your financial aid to your Chemeketa account to pay your tuition and fees. Once your tuition and fees are paid, any excess financial aid will be provided to you to use for your other educational expenses. To be eligible for disbursement, you must:

- Be registered for the right number of credits that matches the enrollment status for your financial aid. You can check your planned financial aid enrollment status in MyChemeketa under “Financial Aid” then “Awards & Status” and then the “Offer Overview” tab to view your expected enrollment.
- Be making Satisfactory Academic Progress (SAP) towards your declared degree or certificate
- Have accepted the terms and conditions of your financial aid offer in MyChemeketa
- Have accepted or declined the financial aid offered to you in MyChemeketa

### Fall, Winter & Spring Term Disbursement

Disbursement begins the Wednesday prior to the start of the term for fall, winter and spring terms. You should be sure that you are registered in the classes you plan to take no later than Tuesday before the start of the term to ensure that you are in the first disbursement of financial aid. If you are unsure of which classes to take, contact an Academic Advisor.

Your financial aid is first used to pay your tuition and fee charges for the term. If your financial aid is not enough to pay your full tuition and fees, you will need to use your own funds to pay the remainder of your balance. If you have more financial aid than your tuition and fee charges, Chemeketa’s Business Services office will prepare a refund of the excess funds to you. The first refunds are processed the Thursday prior to the start of the term for fall, winter and spring terms.

Refunds are sent by mailing a check to your home address. For faster refunds, sign up for direct deposit into your bank account. To sign up for direct deposit, log in to MyChemeketa and follow the steps below:

- Select “Account” on the right-hand side of the page
- Select “Direct Deposit Information”
- Select “Create/Edit your Direct Deposit Information” and follow the prompts

If your financial aid was not ready to be included in the first disbursement, it will be disbursed as soon as it is ready. Disbursements are typically made on Monday and Wednesday throughout the term and Business Services provides refund checks/direct deposits on Tuesday and Thursday for the first 2 weeks of the term and then on Thursdays only for the remainder of the term.

**Location:** 4000 Lancaster Drive NE, Salem, OR

**Mailing Address:** PO Box 14007, Salem, OR 97309-7070

**Financial Aid:** 503.399.5018 \* [financialaid@chemeketa.edu](mailto:financialaid@chemeketa.edu)

[chemeketa.edu](http://chemeketa.edu)

## **Summer Term Disbursement**

Disbursement for summer term begins the first working day on or after July 1 annually. You should be sure that you are registered in the classes you plan to take for summer term no later than June 30 to ensure that you are in the first disbursement of financial aid. If you are unsure of which classes to take, contact an Academic Advisor.

Your financial aid is first used to pay your tuition and fee charges for the term. If your financial aid is not enough to pay your full tuition and fees, you will need to use your own funds to pay the remainder of your balance. If you have more financial aid than your tuition and fee charges, Chemeketa's Business Services office will prepare a refund of the excess funds to you. The first refunds are typically processed on July 1 for summer term.

Refunds are sent by mailing a check to your home address. For faster refunds, sign up for direct deposit into your bank account. To sign up for direct deposit, log in to MyChemeketa and follow the steps below:

- Select "Account" on the right-hand side of the page
- Select "Direct Deposit Information"
- Select "Create/Edit your Direct Deposit Information" and follow the prompts

If your financial aid was not ready to be included in the first disbursement, it will be disbursed as soon as it is ready. Disbursements are typically made on Monday and Wednesday throughout the term and Business Services provides refund checks/direct deposits on Thursdays throughout the term.

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