



FINANCIAL AID OFFICE

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FINANCIAL AID PAYMENT OPTIONS

Starting with the Fall 2008 term, we will no longer mail financial aid checks. You must take action in order to receive your payments.

DIRECT DEPOSIT is the primary and fastest way to receive financial aid funds. With this form, include proof of your bank account number and a transit/routing number. This can be verified by a voided check (which must have your name printed on the check) OR a print out of your bank account information. Provide this to our office at least two weeks before payment is to be made. The estimated amount of time involved to credit your bank account is two to four working days from the date of disbursement to your CCSF student account. Please review the Disbursement Calendar at http://www.ccsf.edu/Services/Financial_Aid/Disbcalr.htm for more specific information on payment dates.

If you do not have a bank account currently, you can establish an account at no or low cost through the following website: www.bankonsf.org. This service is sponsored by the City and County of San Francisco Treasurer's Office and the Federal Reserve Bank of San Francisco.

On a limited basis, you may come to the Financial Aid Office a request to pick up checks. The request takes two weeks to process. This is intended as a short term option until an active bank account has been established so future payments can be made via direct deposit. The estimated amount of time involved to produce these manual payments is up to fourteen days from the date of disbursement to your CCSF student account.

If you are concerned about receiving your financial aid payments on a timely basis, we urge you to set up a direct deposit authorization with us as soon as possible.

If you have any questions, you may call (415) 239-3576.

We look forward to serving you.

Sincerely,
Financial Aid Office