

DELIVERY OF YOUR FINANCIAL AID

When You Receive Your Aid

Financial aid funds are disbursed to your UT student account at the beginning of each semester, provided you have:

1. Responded to all requests for information from the Office of Student Financial Aid.
2. Accepted your aid awards. You can do this online through the [myUT portal](#).
3. Completed [entrance counseling](#) and signed the [promissory note](#) for accepted loans, if required.
4. Enrolled (and attending) at least half-time for loan disbursement and full-time for full grant disbursement.

Any term that offers courses with staggered start dates (e.g., summer) may cause disbursement to be held until the start of the course that brings you to an eligible number of credit hours to receive your loan or grant.

Important: If the items listed above are not completed prior to the end of add/drop, you may be subject to late fees and collection activity.

How You Receive Your Aid

Disbursement to Your UT Student Account

Grants, scholarships, and loans administered by the Office of Student Financial Aid are disbursed directly to your UT student account to pay for instructional, general, lab, surcharge, and University contracted room and board fees. In order for your financial aid to pay other charges on your account (e.g., parking, health insurance), you will need to provide your authorization by e-signing the *Title IV Consent Form* which is accessed through the [myUT portal](#) Student Tab. It is strongly recommended that you do this in order to help avoid late fees and/or collection activity.

If you are enrolled in courses that begin after the start of the semester, you may not be eligible for all aid amounts until all courses for which you have registered have begun.

Excess Aid

Refunds of excess refundable aid will begin as of the first day of the semester. To expedite the refund of excess refundable aid, please sign up for direct deposit to your personal bank account. You can complete the *Direct Deposit Authorization* online through the [myUT portal](#) Student Tab. Early completion of this document is encouraged. If you choose not to use direct deposit, a paper check will be mailed to you. You must keep your local and permanent addresses current in order to receive mailed checks without delay. Please note that it may take 7-10 days longer to receive your refund by check.

Excess refundable financial aid can also be transferred to your Rocket Card to purchase books. Funds are transferred to the Rocket Card as of the Monday of the week before the semester begins. You can request this transfer online by completing the *Transfer of Excess Financial Aid to the Rocket Card*, found on the [myUT portal](#) Student Tab. If you request a transfer of excess aid for one term, but don't wish to transfer excess aid each subsequent term, you will need to return to the *Transfer of Excess Financial Aid to the Rocket Card* and select the "Void Rocket Card transfer request" box.

If your parent borrows through the Parent PLUS Loan program, your parent will have excess PLUS Loan funds mailed to him/her.

Any credit balance due to a refund from Title IV funds will be issued to the student/parent within 14 days.

Refunds are issued by the Treasurer's Office. For additional information refer to the [Finance Brochure](#).

Work-Study

Work-Study awards are earned as wages in positions with eligible employers. Wages are paid bi-weekly through the University Payroll Department. You may use these earnings to pay for tuition, fees, room, board, books, and other educational expenses. Before you begin working, make sure the appropriate paperwork is completed in order to receive payment for the work you do. It is also highly recommended that you complete the employee *Direct Deposit Allocation*, accessed through the [myUT portal](#) Employee tab, to have your wages deposited directly into your personal bank account. This is the quickest and safest way to receive your pay.

Private Scholarship Checks

If your scholarship check is sent to the University, please have it sent directly to the Office of Student Financial Aid where it will be applied to your UT student account. Unless specific instructions are received, scholarships in the amount of less than \$500 will be applied in full to your fall semester bill; scholarships of \$500 or more will be divided evenly between fall and spring semesters. If you have received a scholarship and the check will not be available prior to the beginning of the semester, please send a copy of your scholarship award notification to the Office of Student Financial Aid prior to July 1. Pending scholarship funds will not be reflected as memo or authorized aid until the funds arrive. If the check is co-payable to you and the University, you will be asked to endorse the check prior to it being applied to your account. If the check is made payable to only you, it is your responsibility to notify the Office of Student Financial Aid that you received the scholarship money and then to use it to pay any outstanding balance on your student account, before using it toward additional costs that you incur.