

## TRANSFERRING FUNDS

***Please read the following information before completing and signing the form:***

- I voluntarily request Columbus State Community College Cashiers office to transfer my funds between the terms stated above. **It is my responsibility to make sure I have financial aid funds available, I will contact financial aid with any questions regarding my award.**
- I understand that any remaining balance may be referred for collection if I do not take proper measures to pay it in full.
- I understand that any credit balance remaining after the transfer will be issued to me in the time frame established by CSCC, either by direct deposit or by check.
- **\*\*\*Please note\*\* that the transfer process is not immediate**, your funds will be transferred a few days before the financial aid refunds are released. You will still see your balance on your student account until that time. Refunds are issued in February for spring, July for summer, and October for autumn semester.
- I understand that my account will still show a balance until the transfer is processed. I will still receive monthly invoices as well.

**Note:** Financial aid credits are limited to \$200 for payment of balances in a different award year. Aid year is Autumn, Spring, Summer. Transferring from Autumn to Summer is a different aid year.

Student Name:

Cougar ID Number:

From Term:

To Term:

Amount Transferred:

Student Signature:

Date: