



# Student Direct Deposit Enrollment Agreement

**IT IS CRITICAL THAT YOU NOTIFY THE DISTRICT BUSINESS OFFICE IF YOU CHANGE BANKS AND/OR ACCOUNT NUMBERS.**  
**Contact (559) 934-2111 or Send an email to: [BusinessService@whccd.edu](mailto:BusinessService@whccd.edu)**

**Submit Documents to: WHCCD Business Office, 9800 Cody St., Coalinga, CA 93210**

NAME (Please Print): \_\_\_\_\_

Student ID or Social Security #: \_\_\_\_\_

**SELECT OPTION:**

- Checking Account (Attach a voided, pre-printed check)\***
- Savings Account (Attach statement copy with account, bank, and routing info)\***

*I hereby authorize West Hills Community College District to initiate credit entries to my checking or savings account in order to directly deposit any cash financial aid and/or refunds I may receive. I understand and agree to the following as a result of participation in this Direct Deposit program.*

- A. This agreement applies only to student registration and financial aid refunds.
- B. This enrollment agreement is effective for the second refund payable upon receipt of the enrollment agreement by the District Business Office.
- C. For the first refund this agreement is effective, a pre-notification (pre-note) is sent to the enroller's bank confirming the existence of the account number and the bank's participation in the program. A paper check will therefore be issued for the first payment. Beginning with the second payment, the amount of the check will be directly deposited into the account and available to the participant as of the morning of the pay date.\*\* The participant should confirm this deposit with the bank.
- D. Termination of this agreement must be made by written notification to the District Business Office. Such notice should include your name and seven-digit student identification or social security number. Once a direct deposit has been canceled, the student is not eligible to enroll again until the following semester.
- E. If an APD cannot be credited to an account because the account has been closed, the bank will reject the direct deposit and reroute the funds back to the issuing bank. **This return process may take several days and will be subject to a bank processing fee currently set at \$30.00.\*\*\*** Participants in this program agree that if a direct deposit is rejected, a replacement check (less the \$30.00 processing fee) will only be issued after the funds are received back by the school.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Must accompany application or request will NOT be processed.**

**\*\*Verify with your financial institution as to the exact time of deposit.**

**\*\*\*Subject to change according to bank charges.**