



Financial Aid Students

Financial Aid Refunds

West Hills Community College District (WHCCD) uses Electronic Funds Transfer (EFT). The District Business Office (DBO) disburses financial aid and other refunds through Electronic Funds Transfer (EFT). EFT delivers your financial aid (after payment of student account charges) directly to your checking or saving account. All types of financial aid are eligible for electronic funds transfer.

Electronic Funds Transfer (EFT)

To Receive Your Aid By EFT

1. Have a checking or savings account in your name at almost any bank, savings and loan institution, or credit union,
2. Submit a completed **EFT Authorization** form at least **10 days** before your first scheduled disbursement.
3. Complete all aid eligibility requirements as specified by the Financial Aid Office, including pre-loan counseling and loan promissory notes.
4. Check your award letter or [Portal](#) account for scheduled disbursement dates. Be sure that you are enrolled in the appropriate number of units and that your Financial Aid "My Documents" "List is complete."
5. **Confirm electronic deposit** with your bank and payment of college charges ([West Hills Community College Portal account](#)).

EFT Authorization

Only one authorization form is required unless you change your name or bank account. Immediately notify the DBO of any changes, as incorrect account information will cause substantial delay in your refund. Termination of the Student Direct Deposit Enrollment Agreement must be made by written notification to the DBO. Once a direct deposit has been canceled and not replaced with a new account, the student is not eligible to enroll again until the following semester. See the Student Direct Deposit Enrollment Agreement form for detailed instructions. **You may obtain and print a Student Direct Deposit Enrollment Agreement form from the College website at:**

http://www.westhillscollge.com/lemoore/financial_aid/documents/StudentDirectDepositForm.pdf

Or by sending an e-mail request to:

WHCCD Business Office
9800 Cody St
Coalinga, CA 93210
BusinessService@whccd.edu

Contact (559) 934-2121



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EFT Disbursement Notices

You will be notified via e-mail when an EFT refund has been disbursed to your bank account. You should allow at least 24 hours for the funds to show up in your account. If, after 24 hours, the funds have not been posted to your account, contact the DBO.

Financial Aid Refunds Paid By Check

If you have not signed up for Electronic Funds Transfer, your financial aid will be disbursed by check. The check will be mailed on the scheduled disbursement date to your local address on record with the college. Your financial aid file must be completed two weeks before the scheduled disbursement date otherwise your check will be mailed out on the following scheduled disbursement date. Checks that are mailed on the disbursement date may take up to two weeks to be delivered by the US Postal Service. The District is not responsible for lost or destroyed checks, or the timely delivery of those checks. If a check is not received after being placed in the mail by the District Business Office, you must wait ten business days before a replacement check will be issued. Be sure to update your current address with the District Business Office at least seven (7) days prior to any disbursement date.

Checks mailed to outdated addresses are often lost. It takes several weeks to secure the approval to re-issue a lost check. Filing for EFT and clearing all To Do items are the best ways to ensure timely receipt of your financial aid refund.

Financial Aid Requirements

Please access your [Portal](#) account to check your Holds and To Do List. You must complete all financial aid requirements before funds can be released. The Financial Aid Office will notify students via e-mail of financial aid requirements.