

Cash release policy (revise January 2016)

### **Traditional and Design your Future Students**

Original policy will remain in effect. Students will turn in the original cash release on or after their disbursement date. If they would like a direct deposit they can fill out the direct deposit form. We will keep this information on file. They can initial on file for any future cash release forms submitted.

### **Adult Education and Graduate Students**

Due to Federal Regulation 34 CFR 668.164 , any remaining Federal funds after current semester charges must be released to the student within 14 business days of the funds being paid to the student account.

Students are unable to request that federal and state funds be left on their student accounts to pay for future or previous balances.

The University is asking that students submit a cash release form once every financial aid year. This will help insure that we have up to date direct deposit information and a current address. If we do not receive an annual cash release form we will automatically release the funds to the address that we have on file.

If after a reasonable attempt to reach a student to return their cash release funds fails, for such reasons as closed bank account and returned checks in mail, Concordia University will return the funds to the respective Federal Program.

If an Adult Education Graduate student has a credit that is not created by Federal Funds they should submit a cash release form letting us know or contact us by email [cashrelease@cuw.edu](mailto:cashrelease@cuw.edu) to let us know to release these funds. We will not be notified of this credit balance.

If a student wishes to return Federal loan money back to the government they must contact our financial aid department at 262-243-4569 prior to the process of the cash release.

Students can use the released funds to pay for future classes or charges by writing a personal check to Concordia University Wisconsin and mailing this to: Concordia University Wisconsin Business Office 12800 N Lake Shore Dr Mequon, WI 53097 or online from their Checking account, Savings account, or by credit card. They can access this at <http://my.cuw.edu>. They will need their user name and password [Contact IT Dept at 262-243-4357(help)]. Once they have entered the portal please click on the student services tab, and follow the link on the left hand side "pay your bill online". A letter will be sent with the refunds including these instructions.

Thank you,

The Business Office