

### OFF-SCHEDULE FINANCIAL AID CHECK RUNS

Prior to each academic year, a payment schedule for federal and state grants and awards will be established by the District Accounting Office in consultation with the college Financial Aid Offices. This payment schedule will be compiled into a check run calendar that will be transmitted to all the Financial Aid Offices.

In some instances, a student may miss a grant pay date due to a college error in processing. In these cases, the student may request that a payment be made off-schedule. The request shall be made to the Financial Aid Director of the respective college who will then forward a written request to the Director of District Finance Services with his or her recommendation.

If the Director of District Finance Services determines that the payment is necessary to alleviate a serious hardship, the District Accounting Office will be authorized to generate a payment. Off-schedule payments may take up to five business days to process.