

Davis Technical College participates in Direct Deposit which allows for Electronic Funds Transfer (EFT) between your bank and ours. This allows the Financial Aid Office to disburse financial aid and other types of refunds through EFT. An EFT delivers your financial aid, after the payment of student account charges, directly to your checking or savings account. This gets your funds to you faster and safer and saves you the time and inconvenience of cashing checks.

To Receive Your Aid By EFT

1. You must designate a checking or savings account at almost any bank, savings and loan institution, or credit union.
2. Submit a completed Student Direct Deposit Enrollment Agreement (reverse) in person to the Financial Aid Office within the first month of being enrolled at Davis Tech.
3. Complete all aid eligibility requirements as specified by the Financial Aid Office.

EFT Authorization

Only one Student Direct Deposit Enrollment Agreement is required unless you change your name or bank account. Immediately notify the Financial Aid Office at Davis Tech of any changes, as incorrect account information will result in bank charges and cause substantial delay in your refund. Termination of the Student Direct Deposit Enrollment Agreement must be made by written notification to the Davis Tech Financial Aid Office at least 10 days before funds are disbursed.

Opt Out of EFT, Refunds paid through check

Refund checks that are mailed may take up to 15 business days to be delivered. Checks will be mailed to the address on record with the Financial Aid Office. In the event that you do not receive your refund check by mail, you must wait 60 business days before a replacement check will be issued or you may pay the \$25.00 bank stop payment fee for an earlier release. **You must update the Financial Aid Office of any address change within 7 days prior to a disbursement**



Student Direct Deposit

DAVIS TECHNICAL COLLEGE

50 E. 300 S, KAYSVILLE, UT 84037 801.593.2482 WWW.DAVISTECH.EDU

Check one of the following:

- BEGIN direct deposit request.
- CHANGE** direct deposit request
- CANCEL direct deposit request

It is critical that you notify the Financial Aid office if you change banks and/or account numbers.

This form is required of all students accessing Federal Financial Aid at the Davis Tech. We must have a complete form to process your request. (Please keep copy for your records.) Complete the following information and return the original form in person to:

Davis Tech Financial Aid Office, Room 1020, 550 E 300 S Kaysville, UT 84037

Last Name _____ First Name _____ Middle Initial _____

Best Phone number to reach you _____

Email address _____

Davis Tech Student Number _____

- This enrollment agreement needs to be completed at least 10 days before your first scheduled disbursement.
- You will be notified via e-mail when an EFT has been disbursed to your bank account. You should allow at least **5 business days** for the funds to show up in your account. If, after 5 days, the funds have not been posted to your account, contact us. The participant should confirm this deposit with the bank.
- If a deposit 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. 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 _____

PLEASE ATTACH A VOIDED CHECK OR A DIRECT DEPOSIT FORM HERE. DO NOT ATTACH A DEPOSIT SLIP

EFT OPT OUT (Sign below only if you are opting out)

I understand that if I do not sign up for Electronic Funds Transfer (EFT) my financial aid will be disbursed by check and mailed to my local address on record with the Financial Aid Office. I also acknowledge that I have been told that it may take up to 15 business days to be delivered.

Signature _____

Date _____

FOR OFFICE USE ONLY:

FINANCIAL AID:

Initial _____ Date: _____ Docuware: _____

Calc _____ Grant Year _____

ACCOUNTS PAYABLE:

Initial _____ Date _____