

Student Grant, Loan & Scholarship Schedule for 2019-2020

Day 1	Day 2	Day 3	Day 4	Day 5
Lucy, Lorena & Carlos e-mail Exception lists to Accounting by 8:00am	Dricena runs Save Lists while Financial Aid processing is on hold.	Dricena runs B-M Disbursements & Reports and emails Lucy, Lorena & Carlos to view Disbursements & Reports in Financial Aid Shared File.	John sends Files by 12 pm & Dricena BankMobile	e-mails Dricena checks CBB for Funds. Dricena mails Exception Checks
Accounting cuts Exception Vouchers and and Checks.	Dricena processes all Vouchers and emails Lucy, Lorena & Carlos to view Vouchers & St Disbursements in Financial Aid Shared File. Lucy, Lorena & Carlos email Void list to Accounting by end of business day Student Accounts withholds Refund Runs	Dricena gives Federal Summaries by College to Nancy to order funds by 12:00pm Noon. Accounting checks Bank for State & Scholarship Funds. Student Accounts withholds Refund Runs		Dricena transfers State, Federal and Scholarship Funds to Fin Aid Account. Accounting generates Wire Transfer to B-M.. Aaron approves Wire Transfer to B-M. Dricena e-mails wire amounts to B-M. BankMobile disburses funds to students.
Work Friday Summer Schedule				
August 2, 2019	Monday August 5, 2019	Tuesday August 6, 2019	Wednesday August 7, 2019	Thursday August 8, 2019
Friday August 23, 2019	Monday 19FAL Begins Today August 26, 2019	Tuesday August 27, 2019	Wednesday August 28, 2019	Thursday August 29, 2019
Friday September 6, 2019	Monday September 9, 2019	Tuesday September 10, 2019	Wednesday September 11, 2019	Thursday September 12, 2019
Friday October 4, 2019	Monday October 7, 2019	Tuesday October 8, 2019	Wednesday October 9, 2019	Thursday October 10, 2019
Thursday November 8, 2019	Monday - Holiday November 11, 2019	Tuesday June 5, 2020	Wednesday November 13, 2019	Thursday November 14, 2019
Friday December 6, 2019	Monday December 9, 2019	Tuesday December 10, 2019	Wednesday December 11, 2019	Thursday December 12, 2019
Friday January 10, 2020	Monday January 13, 2020	Tuesday January 14, 2020	Wednesday January 15, 2020	Thursday January 16, 2020
Wednesday February 12, 2020	Thursday February 13, 2020	Tuesday-1st day of Spring February 18, 2020	Wednesday February 19, 2020	Thursday February 20, 2020
Friday 2/14/19=Holiday	Monday 2-17-19=Holiday			
Friday February 28, 2010	Monday March 2, 2020	Tuesday March 3, 2020	Wednesday March 4, 2020	Thursday March 5, 2020
Friday March 13, 2020	Monday March 16, 2020	Tuesday March 17, 2020	Wednesday March 18, 2020	Thursday March 19, 2020
Friday May 8, 2020	Monday May 11, 2020	Tuesday May 12, 2020	Wednesday May 13, 2020	Thursday May 14, 2020
Friday June 5, 2020	Monday June 8, 2020	Tuesday June 9, 2020	Wednesday June 10, 2020	Thursday June 11, 2020