



American Samoa Community College  
*"Saili le Atamai"*

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**DEPARTMENT OF FINANCE**  
**STANDARD OPERATING PROCEDURES**  
**RELEASE OF PELL/FINANCIAL AID CHECKS**

RESPONSIBILITY OF:	AR Specialist and/or Manager
TURN AROUND TIME:	15 Days After the Check Date
REFERENCE:	Federal Regulations, ASCC Catalog
OBJECTIVE:	<p>To release PELL/Financial Aid checks according to Financial Aid Blue Book Title IV and ASCC Catalog.</p> <p>Checks will be disbursed according to Title IV description, at the Dept of Finance Business Window by the owner of the check or by an authorized person via a written letter from the owner of the check.</p>
CAUTION:	<p>Any check not picked up within the allowed time period will be mailed back to the USDOE as per federal regulations as a lump sum; not individual checks.</p> <p>All checks exceeding the 15 days from the date of the check, will be mailed to the address on the student/owner file. <b>NOTE:</b> checks with "general mail" address will remain at the Business Office for 25 days; after that, the check will be returned to USDOE.</p>

Step 1	Post "Release" Notification (Batch #, Release Date & Time) at all Campus Bulletin Boards and electronic methods such as ASCC 411
Step 2	Student (ie owner of the check) will pick up a Clearance Form from the Financial Office.
Step 3	Student will present Clearance Form and valid I.D to AR representative.
Step 4	AR representative will verify student I.D and Clearance Form for release of the check.
Step 5	When all student/owner information is cleared than the student's statement is presented to student for his/her review and signature.
Step 6	Upon the signature of the student/owner, the check is released with a copy of the statement to the student/owner.
Step 7	AR will collate and package all necessary documents related to the check (ie Signed statement and check stub) to file in student/owner file(s).