



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

FD-4 Receipt and Issuance of Advance Veterans Administration Student Checks

APPROVED: March 28, 1980 **REVISED:** September 1, 1995
Year of last review: 2021

AUTHORIZING BOARD POLICY: FD

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To establish steps and safeguards to be followed for receiving and issuing advance Veteran Administration (V.A.) student checks.

PROCEDURE:

I. Receiving advance V.A. student checks

- A. Advance V.A. student checks are received through the mail in the Office of the Assistant Comptroller/Receivables.
- B. The Assistant Comptroller/Receivables stamps the back of each envelope containing an advance check with the date received.
- C. The Assistant Comptroller/Receivables prepares a typed listing in triplicate, listing students by name and social security number or claim number, as they appear on the checks.
 1. Copies of the listings are forwarded to the Director of Veterans Affairs at the Valle Verde and Transmountain Campus or his/her representatives.
 2. Copies of the listings are also provided to the Accounts Receivable Office for Business Office clearance. Notes are attached to checks if the student has an outstanding debt with the District. The debt must be cleared prior to release of check.
- D. The checks and listing are released to the Head Cashier. They are secured in a lock box that is stored in the Valle Verde Campus Cashier's Office vault.
- E. Prior to registration, the Veteran Affairs Office provides a listing to the Assistant Comptroller/Receivables and Head Cashier, of all veterans who have requested advance pay for the current semester. The listing includes the students name, social security number, claim number, credit hours and where veteran will pick-up his/her check.

II. Issuing Advance V.A. Student Checks

- A. The Office of Veterans Affairs will notify the veteran, via mail, that his/her advance has arrived.
- B. The veteran must retrieve a triplicate disbursement authorization form from the Veteran Affairs Office in order to pick-up their check. The disbursement form contains the following Information:
 1. Students name, social security number, claim number.
 2. Semester of entitlement.
 3. Student certification paragraph.
 4. Blank space for student signature, date, and check amount

5. Date and signature of V.A. representative issuing the disbursement

C. When approached by a V.A. student with the disbursement form, the Campus Cashier will complete the following steps:

1. Locate and retrieve the students check from the lock box.

2. Request two (2) current ID's (one with a picture) from the student and check them thoroughly for accuracy and validity (expiration date).

Note: A check will not be issued to a student who does not have the required identification.

3. Request the student to sign, date, and fill in the amount of the advance check. Student retains yellow copy of signed disbursement form.

4. If the student has not paid tuition, the cashier will

a. Verify with Tuition Department the student's total tuition and fees

b. Two (2) hand-paid checks and necessary paperwork are prepared by Head Cashier.

1. One payable to El Paso County Community College District (EPCCD) tuition for the students' fees.

2. One for the difference in the amount payable to the student.

5. Obtains student's signature on the advance check, issue him/her the yellow disbursement form, cashier receipt and two (2) checks. Student is instructed to proceed to the Tuition Office to present EPCCD tuition check to complete their registration.

6. If the student has a receivable with the District, the cashier will:

a. Direct student to the Accounts Receivable Office to obtain a transaction summary (Transmountain Campus Cashier will call on behalf of students)

b. Cashier will prepare cashier receipt, recording accounts receivable information. A hand-paid check and necessary paperwork is prepared by the Head Cashier for the difference (if any) payable to the student

c. Obtain student signature on the advance check, issue him/her the yellow disbursement form, cashier receipt and difference check.

7. If the student has paid tuition, the cashier will:

a. Ask student to present his/her Tuition Schedule/Receipt showing payment.

b. Follow steps 3a, 3b, and 3c. Initial, date, and release advance check.

III. Multi-Campus Registration

A. The Head Cashier is responsible for the distribution of advance checks to the registration pick-up site.

Note: Checks designated for pick-up at the Transmountain Campus will be available the Monday following the week they are received. The student may pick-up their check prior to that date at the Valle Verde Campus.

B. The Transmountain Campus Cashier will prepare the hand-paid checks under the supervision and instruction of the Head Cashier.