

Student Information

Please confirm the following information is accurate. If changes are needed, please sign in to LOCUS prior to completing this disbursement instruction:

- Name:
- Loyola Student ID Number (LID):Loyola
- Student E-mail: Permanent Address:
- Direct Deposit Profile:
- Phone Number:
- Student Account Balance as of MM/DD/YYYY:

Dear <First Name>!

A HEERF Spring 2022 Student Grant in the amount of \$XXXX is available to

you. You have the option of having some or all of the HEERF Spring 2022 Student Grant applied as a payment towards your outstanding student account balance. You are not required to do so, but if you would like to do so, please let us know the following by 5:00 pm CST on **Day of the Week, Month, Day, 2022:**

Please apply this amount as a payment towards my outstanding student account balance in LOCUS	Please pay this amount directly to me	Total HEERF Spring 2022 Student Grant
\$xxxx	\$xxxx	\$ XXXX

- Any amount of your HEERF Spring 2022 Student Grant not applied to your student account will be paid directly to you for your use on Eligible Expenses. Also, any balance remaining on your student account is still due.
- HEERF Spring 2022 Student Grants not applied towards the student account balance will be paid via direct deposit using the bank account information in LOCUS. If no direct deposit information is available, payment will be made via check mailed to your permanent address in LOCUS.

Signature:

I request that the HEERF Spring 2022 Student Grant funds be processed by the University according to the above instructions.

Signature:

Date Submitted:

Next Steps:

Thank you for submitting your HEERF Spring 2022 Student Grant Disbursement Instruction. Your grant will be processed based on your instructions indicated above.