

HEERF II STUDENT SHARE GRANT – DISBURSEMENT INSTRUCTION

Student Information

Please review the following LOCUS information. 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:

Outstanding Student Account Balance: \$XXXXX

Dear <First Name>,

A HEERF II Student Share Grant in the amount of \$XXX is available to you.

- You have the option of having some or all of the grant applied as a payment towards your outstanding student account balance in LOCUS. If you would like to take this approach, please let us know the following by April xx, 2021:

Please apply this amount as a payment towards my outstanding student account balance in LOCUS	Please pay this amount directly to me using my banking information in LOCUS or by check mailed to my permanent address	Total HEERF II Student Share Grant
\$xxx	\$xxx	\$ XXX

- If we don't hear from you by April XX, 2021, the full amount of the award will be paid directly to you. Your award will be direct deposited to your bank account identified in LOCUS or a check will be mailed to your permanent address shortly after April XX, 2021.

Signature:

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

LID:

Date Submitted:

Next Steps:

Thank you for submitting your HEERF II Student Share Grant disbursement instruction. Your award will be processed based on your instructions, as indicated above.