



## Next Steps After Your Award Letter

Your award letter must be submitted to the Financial Aid Office at your college or university after you have made a copy for your records. The DC grant award will be disbursed directly to your college or university after the last date to add a class. The award is available for the fall and/or spring semesters, based on your enrollment status. The DC Grants do not fund summer, mini or quarters semesters.

### Disbursement Details

The Tuition Assistance Grant Program (DCTAG) is administered by the Office of the State Superintendent of Education's (OSSE) Higher Education Financial Services Department (HEFS). The DCTAG award may be used toward the difference in-state and out-of-state tuition at your college or university. All awards are paid **directly** to your college or university.

To assist you in understanding how your DC Grant award is disbursed to your student account, HEFS is providing this Disbursement Process.

### Student Account Crediting

You should forward the original DC Grant award letter to your college or university's Financial Aid Office, after making a copy for your file.

The Financial Aid Office submits an Enrollment Verification Chart (EVC), to HEFS, after the last day to add a class in the Fall and/or Spring semester. The EVC is submitted electronically and certifies student enrollment status, student Satisfactory Academic Performance (SAP) compliance, and college cost information. (The college or university must submit the EVC before an invoice can be submitted.)

A HEFS Disbursement Specialist reviews the EVC to confirm your payment eligibility status. The Financial Aid Office is able to monitor payment eligibility status electronically.

The Financial Aid Office assesses your student account and determines an invoice amount.

The college or university submits an invoice to HEFS for payment.

If the invoice is authorized for payment, HEFS submits the invoice to the Office of Finance and Resource Management (OFRM) for fund disbursement.

The OFRM processes and mails the check, or forwards an electronic payment, to the college or university, within thirty (30) business days.

The college or university credits your student account.



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Complete the DC OneApp Early – Available January 1<sup>st</sup>

[www.dconeapp.dc.gov](http://www.dconeapp.dc.gov)

Higher Education

810 First Street, NE, 3<sup>rd</sup> Floor, Washington, DC 20002 (202) 727-2824



### Student Account Crediting - Discrepancy Resolution

You are advised to take the following steps to resolve problems with the receipt of your DC Grant award:

You should contact the Financial Aid Office at your college or university with any problems concerning your student account. The Financial Aid Office can determine if your student account is correct and, if not, how to resolve billing discrepancies.

If the Financial Aid Office requires HEFS' assistance they may contact a HEFS Disbursement Specialist at 202-727-2824.

If you require HEFS' assistance you may contact your assigned HEFS counselor at 202-727-2824 or 877-485-6751.

Colleges or universities participating in the DC Tuition Assistance Grant Program (DCTAG) must adhere to the DCTAG Program Participation Agreement in which they agreed to: "Not impose any penalty, late fee, denial of classes or other institution facilities, or requirement that students borrow funds because of an inability to meet financial obligations to Montgomery College as a result of not receiving forthcoming DCTAG funds ..."

***Successful completion of the DC One-App does not guarantee award funding.  
Funding is subject to annual appropriations as approved and provided by the District of Columbia***



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