Disbursing Aid in Installments

Under certain circumstances it may be necessary to disburse unrestricted aid using installments. This is usually associated with stipends that are not considered compensation, but, rather associated with a fellowship or a student’s scholarly efforts.

**PLEASE NOTE:** It is not appropriate to use this installment option for aid restricted to pay specific fees.

Staff should use extreme care to make sure the dollar amount awarded matches the "Disbursement Plan" and "Split Code". For example, if you are awarding a $1,000 stipend for Fall only be sure to use the "MF" (Multi-Installment Fall Only). If you are awarding $2,000 that covers Fall and Spring use "MA" (Multi-Installment Acad Yr (FS)).
Once an award is validated you can use the "Disbursement" link to review the disbursement schedule which will include amounts.

Even though every effort was made to mirror the bi-weekly payroll schedule when posting the installment credit to a student's account, please keep in mind that the credit posted will first pay any outstanding balance a student has for the term. Any remaining credit will be refunded to the student according to the published refund schedule. Students should sign up for direct deposit to get their refund faster. Checks are only done once a week, whereas direct deposits are processed daily and usually in the student's bank account in 2-3 days. Checks need to be printed and mailed with an approximate delivery time of 7-10 days.

The disbursement schedule for the aid year can be found on the Bursar’s website: [http://www.uc.edu/bursar/refunds/stipends.html](http://www.uc.edu/bursar/refunds/stipends.html)