



BANK BOOK FAQs

<p>How do I Access the Bank Book Request Form?</p>	<p>When Should I fill out a PAT Form to access the Bank Book Request Form?****</p>	<p>What Can I Use Bank Book Funds on?</p>	<p>My Bank Book request was <i>approved</i> --</p> <p>> How will it be paid? > How long will it take to process?</p>
<p>For <u>EACH</u> Payment Period (3 Per Year) --</p> <p>1. Submit your PAT Form for the Previous Term**</p> <p>a. After submitting your PAT, College Completion will review, approve, or follow up with you (student).</p> <p>2. <u>After Completing your PAT for the previous term, Submit a Bank Book Request Form</u></p> <p>b. Process Notes:</p> <p>i. College Completion must review and Approve or Waive your PAT Submission requirement so you can request Bank Book (i.e- A financial hold on student's account prevents them from getting PAT data until paid).</p> <p>ii. Your CCA or CCD will review your request and notify you of <i>approval or denial of your Bank Book Request</i> (and reason for denial), or will request additional information to complete their review.</p> <p>3. <u>If <i>approved</i> by your CCA or CCD, Finance/Accounting will process Bank Book payment request.</u></p>	<p>For <u>EACH</u> Payment Period (3 Per Year) --</p> <p>You will be asked to complete your PAT Form for the <i>previous term before</i> you may access the Bank Book Request Form for the current or upcoming Payment Period.</p> <p>Students are required to submit their PAT form for the previous term, at least two weeks before the PAT form Administrative deadline.****</p> <p>Please see steps 1-4 from the previous question for full instructions, and check out this PAT Form for Bank Book Deadlines Table Below.</p> <p><i>**Please see note below for PAT Form Exemption for College Freshmen Requesting Bank Book for their Fall term Payment Period 1 Only.</i></p>	<p><u>Permissible Educational Expenses Only:</u></p> <p>this includes --</p> <ul style="list-style-type: none"> ● Tuition & Fees ● Books & Supplies ● <i>Other Required***</i> Course Materials 	<p>Direct Deposit , or Paper Check*****</p> <p>*Important Note: <i>Processing times vary based on payment type. Please reference the projected payment schedule tables below for more details.</i></p>
<p>** College freshmen are exempt from completing the PAT Form as a prerequisite for Bank Book for the Fall term request period. College freshmen, please note you will be required to provide PAT Form submission for the Winter and/or Spring term request periods.</p>			



*** 'Required' Materials are course materials *specified in course syllabi or on your college website as required for the course.*

*** PAT Form Deadline per Payment Period (FOR STUDENTS): Period 1: August 17, 2020 Period 2: February 15, 2021 Period 3: May 24, 2021

**** We highly recommend requesting Direct Deposit whenever possible. Direct Deposit payments can be processed and sent to the student more quickly than paper checks. Paper Checks are only recommended for students who **do not have a Bank Account** set up.

Additional Resource Links: [Bank Book Policy FY21](#)

Overview of Payment Periods & Form Deadlines for Bank Book

In order to request Bank Book for the upcoming or current term, you must FIRST submit your previous term's PAT form data. Please reference the following PAT and Bank BOOK Request Period Deadlines --

Payment Period**	PAT Form Completion Required***	Dates for Bank Book Payment Request Period	Academic Terms for Bank Book Payment Request Period
1	Submit Spring PAT data form <i>by August 17, 2020</i>	July 13th - August 31st, 2020	Fall Semester / Quarter (or Summer)
2	Submit Fall Quarter / Semester data form <i>by February 15, 2021</i>	January 1st - February 28th, 2021	Winter Quarter or Spring Semester
3	Submit Winter Quarter / Spring Semester PAT data form <i>by May 24, 2021</i>	April 1st - May 31st, 2021	Spring Quarter (or Summer)

** Please note that students may only submit a Bank Book Request form *once per payment period* (up to three times per academic year).

*** We're giving students a PAT form data deadline 2 weeks before PAT data is due in salesforce for two reasons 1) So that there are 2 weeks for advisors to look over PAT forms completed "at the last second" before the data deadline & do any outreach to students who didn't submit 2) So that there is time between last second PAT form submissions and the last bankbook processing date.



<u>Links to Payment Period Projected Payment Schedules</u>		
Payment Period	Bank Book Payment Request Period (Window)	Link to <i>Projected</i> Payment Schedule
1	July 13th - August 31st, 2020	Bank Book Payment Period 1
2	January 1st - February 28th, 2021	Bank Book Payment Period 2
3	April 1st - May 31st, 2021	Bank Book Payment Period 3

<u>Payment Period 1 : Fall 2020 Projected Bank Book Payment Schedule</u>			
IMPORTANT NOTE: Students will be provided payment schedule, and may access the PAT Form & BB Request Form starting 7/1/2020, but will be notified payments can't begin processing requests until after CT National returns from Summer Break the week of July 13th .			
If the request is submitted and <i>approved</i> by <i>College Completion</i> by End of Day....		Projected <i>Direct Deposit</i> Payment Date (Close of Business)	Projected mailing date* for <i>Paper Check</i>
Week 1	On or Before Monday, July 13th →	<i>Thursday, July 16th 2020</i>	<i>Thursday, July 16th 2020**</i>
Week 2	Monday, July 20th 2020 →	<i>Thursday, July 23rd 2020</i>	<i>Thursday, July 23rd 2020**</i>
Week 3	Monday, July 27th 2020 →	<i>Thursday, July 30th 2020</i>	<i>Thursday, July 30th 2020**</i>
Week 4	Monday, August 3rd 2020 →	<i>Thursday, August 6th 2020</i>	<i>Thursday, August 6th 2020**</i>
Week 5	Monday, August 10th 2020 →	<i>Thursday, August 13th 2020</i>	<i>Thursday, August 13th 2020**</i>
Week 6	Monday, August 17th 2020*** →	<i>Thursday, August 20th 2020</i>	<i>Thursday, August 20th 2020**</i>
Week 7	Monday, August 24th 2020 →	<i>Thursday, August 27th 2020</i>	<i>Thursday, August 27th 2020**</i>



CollegeTrack

Week 8	Monday, August 31st 2020 →	<i>Thursday, September 3rd 2020</i>	<i>Thursday, September 3rd 2020**</i>
<p>** Please note that paper checks typically take <i>about 2 weeks</i> to arrive at their requested mailing address. Paper checks are considered 'processed' or paid, once Accounting has mailed out the check. Please see the projected mailing date above and allow for <i>at least two weeks</i> to receive the check from the date of mailing.</p>			

Payment Period 2 : Winter 2020/21 Projected Bank Book Payment Schedule			
<p>IMPORTANT NOTE: Students will be provided payment schedule, and may access the PAT Form & BB Request Form starting 1/1/2021, but will be notified payments can't begin processing requests until after CT National returns from Winter Break the week of January 4th*** (College Completion Staff Only: please see note two below).</p>			
~ CT Winter Break ~			
	If the request is submitted and <i>approved by College Completion</i> by End of Day....	Projected <i>Direct Deposit</i> Payment Date (Close of Business)	Projected mailing date* for <i>Paper Check</i>
Week 1	On or Before Monday, January 4, 2021 →	<i>Thursday, January 7th, 2021</i>	<i>Thursday, January 7th, 2021**</i>
Week 2	Monday, January 11, 2021 →	<i>Thursday, January 14th, 2021</i>	<i>Thursday, January 7th, 2021**</i>
Week 3	Monday, January 18, 2021 →	<i>Thursday, January 21st, 2021</i>	<i>Thursday, January 21st, 2021**</i>
Week 4	Monday, January 25, 2021 →	<i>Thursday, January 28th, 2021</i>	<i>Thursday, January 28th, 2021**</i>
Week 5	Monday, February 1, 2021 →	<i>Thursday, February 4th, 2021</i>	<i>Thursday, February 4th 2021**</i>
Week 6	Monday, February 8, 2021 →	<i>Thursday, February 11th, 2021</i>	<i>Thursday, February 11th 2021**</i>
Week 7	Monday, February 15, 2021 →	<i>Thursday, February 18th, 2021</i>	<i>Thursday, February 18th 2021**</i>



CollegeTrack

Week 8	Monday, February 22, 2021 →	<i>Thursday, February 25th, 2021</i>	<i>Thursday, February 25th 2021**</i>
<p>** Please note that paper checks typically take <i>about 2 weeks</i> to arrive at their requested mailing address. Paper checks are considered 'processed' or paid, once Accounting has mailed out the check. Please see the projected mailing date above and allow for <i>at least two weeks</i> to receive the check from the date of mailing.</p>			

Payment Period 3 : Spring 2021 Projected Bank Book Payment Schedule			
If the request is submitted and <i>approved by College Completion by End of Day....</i>		Projected <i>Direct Deposit</i> Payment Week (Close of Business)	Projected <i>Paper Check</i> Payment Week
Week 1	On or Before Monday, April 5, 2021 →	<i>Thursday, April 8th, 2021</i>	<i>Thursday, April 8th, 2021**</i>
Week 2	Monday, April 12, 2021 →	<i>Thursday, April 15th, 2021</i>	<i>Thursday, April 15th, 2021**</i>
Week 3	Monday, April 19, 2021 →	<i>Thursday, April 22nd, 2021</i>	<i>Thursday, April 22nd, 2021**</i>
Week 4	Monday, April 26, 2021 →	<i>Thursday, April 29th, 2021</i>	<i>Thursday, April 29th, 2021**</i>
Week 5	Monday, May 3, 2021 →	<i>Thursday, May 6th, 2021</i>	<i>Thursday, May 6th, 2021**</i>
Week 6	Monday, May 10, 2021 →	<i>Thursday, May 13th, 2021</i>	<i>Thursday, May 13th, 2021**</i>
Week 7	Monday, May 17, 2021→	<i>Thursday, May 20th, 2021</i>	<i>Thursday, May 20th, 2021**</i>
Week 8	Monday, May 24, 2021→	<i>Thursday, May 27th, 2021</i>	<i>Thursday, May 27th, 2021**</i>
Week 9	Monday, May 31, 2021 →	<i>Thursday, June 3rd, 2021</i>	<i>Thursday, June 3rd, 2021**</i>



CollegeTrack

** Please note that paper checks typically take *about 2 weeks* to arrive at their requested mailing address. Paper checks are considered 'processed' or paid, once Accounting has mailed out the check. Please see the projected mailing date above and allow for *at least two weeks* to receive the check from the date of mailing.