

## WHEN WILL REFUND CHECKS BE READY?

ANC does not have scheduled dates when refund checks will be issued to students. Financial Aid is processed according to dates when your FAFSA or other forms of aid (i.e. Lottery, Foundation, WIA, NAFTA, Career Pathways, etc.) were filed and the dates when the funds are actually received by the college.

All transactions associated with your student account, including payments and awards, are posted to each student's account for viewing. Below are quick steps to get you to the correct section in your dashboard to monitor your account for activity:

The screenshot shows the myANC CampusConnect portal. The browser address bar displays <https://myanc.anc.edu/ICS/CampusConnect/>. The page header includes the Arkansas Northeastern College logo and navigation links such as Home, myANC News, Online Tutoring, myANC Tutor, All My Courses, Resources, Schedules-Textbooks, CampusConnect, and Advising. A user is logged in, with a 'Welcome back' message and links for Personal Info and Logout. The main navigation bar includes Assessment and My Pages. The breadcrumb trail indicates the user is in CampusConnect > Student. The 'CampusConnect Student' sidebar contains Quick Links and My Pages. The main content area shows the 'CampusConnect' dashboard with icons for Dashboard, Registration, Account Info, and Student Info. The 'Account Info' section is expanded, showing 'Review Financial Aid' and 'Review/Pay Account' options. A blue circle highlights the 'Review/Pay Account' option, and a blue arrow points to a 'Select Here' button below it. Student information is displayed at the bottom, including Home, Work, Class, Major, e-Mail, Personal e-Mail, and Advisor.

1. Log into your myANC Portal account
2. Go to Campus Connect
3. Select Account Info and drag your pointer to highlight "Review/Pay Account"
4. Select the current term to view your award information. (i.e. Fall 2018 or Spring 2019)

This will produce your billing statement for the current academic school year. All transactions are listed on your billing statement.

*(An example billing statement is continued on the next page.)*

**IMPORTANT NOTE: ANC Student ID Card MUST be presented to pick up refund checks. NO SUBSTITUTIONS!**

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If you are expecting a refund, you can monitor your account from the statement screen. Please note, that you may see rolling dates and some activity with changes as funds are being processed by Financial Aid.

Once funds are processed and posted, the next step will be for the Business Office to print refund checks. When the whole process is complete and your check is ready, you will see a transaction "Refund Check-Student."

**It is important to check the date listed!** You may see the transaction first, however, the date listed for that transaction may be a future date. The date listed is the actual date the check will be ready for pick up in the Business Office. See example below:

Date	Code	Description	Amount
09/18/2015	74000	Refund Checks-Student	\$793.00
09/08/2015	80451	FA Fall Sem-ANC Fdtn	\$500.00CR
09/08/2015	80001	FA Fall Sem-PELL	\$1,443.00CR
08/28/2015	62000	TXTBKS	\$321.20CR
08/12/2015	62000	TXTBKS	\$321.20
07/22/2015	70033	Defer-Books	\$.00
07/22/2015	70000	Defer-Pell EST 1443	\$.00
07/22/2015	20240	NURSING STUDENT MAL INS F	\$25.00
07/22/2015	20109	Fund & Trans RN Nursing F	\$275.00
07/22/2015	12201	Technology Fee	\$80.00
07/22/2015	12101	Registration Fee	\$25.00
07/22/2015	11001	Tuition In-County	\$520.00

**THIS IS THE TRANSACTION YOU ARE LOOKING FOR IF YOU EXPECT A REFUND.**

**AWARDS COME THROUGH AS A CREDIT ON YOUR ACCOUNT.**

**MANDATORY FEES, CHARGES, AND DEFERMENT FOR A SEMESTER.**

**(Amounts vary depending on courses and hours taken.)**

**This is only a sample student account. Your fees and transaction will not necessarily match this example.**