

Fresno State Foundation
Process for Student Support Payments
Effective January 1, 2015

The new process for student support payments to Fresno State students will be as follows:

1. Program staff will complete a payment authorization form made payable to Fresno State.
2. Attach a spreadsheet to the payment authorization listing the following information:
 - a. Name of Fresno State student
 - b. Student PeopleSoft ID number (payment cannot be issued without this number)
 - c. Foundation Cost Center/Object Code/Subsidiary number
 - d. Amount of payment to the student
 - e. Indicate in one column if payment is to be issued directly to student, housing or bookstore. (If the payment is split between student, housing or bookstore, then list each payment on a separate line with the appropriate amount.)
3. Send completed payment authorization to Financial Aid for review and approval.
4. Financial Aid forwards paperwork to Foundation for review and approval.
5. Upon Foundation approval, a copy of the payment authorization and spreadsheet will be emailed to University to process payments.
6. Within 10 business days the University will enter the student payment information into the student account.
7. Per existing University policy, the student support payment entered into the University student account will be applied against any outstanding amounts owed to the University by the student.
8. The net amount in the student account will be issued to the student based on their on-file selected preference with the University. (i.e. Higher One card, direct deposit, check via mail). This choice is determined by the Fresno State student when they enroll at Fresno State.
9. Per existing practice, after the University processes the payment, money will be available to the student as follows:
 - a. If the payment is issued by Higher One card, it will be available within 1-2 business days.
 - b. If payment is issued by Direct Deposit, it will be available within 2-3 business days.
 - c. If payment is issued by check via US mail, it will be available within 5-7 business days.

The process for reimbursements of student support costs (i.e books, tuition) to Fresno State students will be the same process as listed above. However, the actual receipt will also need to be attached to the payment authorization.

If you have questions concerning a student support payment that was forwarded to the University, please contact Student Financial Services at (559) 278-6943.

Fresno State Choice Card & Higher One FAQs can be found at the following website link:
<http://www.fresnostate.edu/adminserv/accountingservices/money/fresnostatechoicecard.html>

All other student support payments to non-Fresno State students will be handled utilizing our current processes and will be issued by the Foundation.