



# Disbursement Form for Study Abroad

Student Financial Services  
50 College Street  
South Hadley, MA 01075  
(413) 538-2291 phone  
(413) 538-2512 fax

Complete this form and email it to: [sfs@mtholyoke.edu](mailto:sfs@mtholyoke.edu) by **June 1** for fall or full year study, **December 1** for spring. **Loans, grants or other payments, cannot be disbursed until we receive this form. Thank you.**

### STUDENT INFORMATION

Name \_\_\_\_\_ MHC CID # \_\_\_\_\_

Estimated Date of Departure \_\_\_\_\_  Full Year  Fall Only  Spring Only

Contact person (e.g., parent or guardian) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### PROGRAM / UNIVERSITY INFORMATION

Program/University \_\_\_\_\_

Contact email \_\_\_\_\_ Fax \_\_\_\_\_

### PAYMENT INFORMATION

The method of disbursement for your financial aid is elected through my.mtholyoke. Options currently include Paypal, Zelle, or a paper check sent via US Mail. To choose your disbursement method:

1. Log into my.mtholyoke
2. Under the Self-Service Menu in the lower right corner of the screen select "Students"
3. Click on "Course Registration & Bill Payment", then choose "Electronic Payment Service"
4. Use the drop down to choose your preferred method to receive payments from the college  
Paypal, Zelle, Check
5. Add your email address and U.S. mobile number to the blanks below.

**IMPORTANT:** when choosing Paypal or Zelle, add the email address or phone number associated with your Paypal or Zelle account (check your Paypal or Zelle account to confirm the email address or phone number chosen).

If you experience any issues, please contact Accounts Payable at [payables@mtholyoke.edu](mailto:payables@mtholyoke.edu)

#### By signing below, I understand:

- I must be registered as a full-time student or the MHC equivalent at my program of study. Failure to comply with this requirement will result in a reduction of my study abroad budget and any financial aid.
- If I do not attend my program of study, all funds must be returned to MHC and I will be responsible for costs incurred, for example but not limited to, airfare and visa fees.
- Any unpaid balance on my student account will reduce the disbursement sent to my bank account and will reduce the funds available to me to cover program expenses.
- Program scholarships will be deducted from the tuition fee and will not reduce the MHC family contribution used to calculate any Laurel Fellowship eligibility that I may be eligible for.

### AUTHORIZATION

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature\* \_\_\_\_\_ Date \_\_\_\_\_

(\*Required if your parent/guardian is participating in the Federal PLUS loan program)