



College of Court Reporting Financial Aid Master Application All Programs

455 West Lincolnway
Valparaiso, Indiana 46385
866-294-3974 – 219-531-1459

First Name: _____ Middle: _____ Last Name: _____

Date of Birth: _____ Social Security #: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____ Email: _____

BANKING INFORMATION

The following information will be used for Direct Deposit/Debit of Financial Aid funds.

Type of Account: Checking Account Savings Account

Name of Financial Institution: _____

Financial Institution Transit Routing Number: _____

Financial Institution Account Number: _____

TERMS AND CONDITIONS FOR DIRECT DEPOSIT/DEBIT

- I understand that my financial institution must be a member of an Automated Clearing House (ACH) in order for me to participate in the direct deposit/debit program.
- I understand that I must complete this authorization form to enroll in the direct deposit/debit program. A signed and dated form is required for processing.
- I understand that if I have joint account, the form must be signed all parties associated with the account. Once my form is received by College of Court Reporting (CCR), there may be up to a 4 week administrative processing period before the enrollment will become effective.
- I understand that I will receive checks for any living expense reimbursement from my federal financial aid received during my enrollment at CCR.
- I understand that CCR will mail me a direct deposit/debit receipt or monthly statement each time an electronic transfer is made to or from my account and that it is my responsibility to verify that the deposit or debit has been made to my account.
- I understand that if an electronic deposit/debit is returned to CCR or for any reason, CCR will investigate the cause and if necessary, will issue and mail a living expense reimbursement check to me. Pending resolution of the electronic transfer problem, I will continue to receive living expense reimbursement checks in the mail. Reinstatement in the CCR direct deposit/debit program will be determined on a case-by-case basis, and I will be notified of any action taken.

