



stipend/advance

REQUEST FORM

Before completing this form,
log onto:
portal.expression.edu.

Click *My Finances* and
My Account to verify your
student account balance.
(Amounts in parenthesis
denote a credit).

Office Use Only

Current Student Balance:
\$ _____

Resulting Student Balance:
\$ _____

Expected Distribution Date:

Source:

Amount:
\$ _____

Approved Declined

Bursar Signature:

CFO Signature:

San Jose is a branch campus of
Ex'pression College for Digital Arts,
located in Emeryville, CA.
Accredited College, ACCSC.
Review our consumer disclosures at
expression.edu/disclosures

Student Name: _____ Date: _____

Parent Name: _____
for Parent PLUS Loan only

Last 4 of SSN / Student ID: _____

Account Balance: \$ _____ Amount Requested: \$ _____

Are you requesting an advance? (circle one) YES NO

Reason for advance request:

By signing this form I understand that in the event that anticipated funds are not disbursed as scheduled, I will be required to make cash payments to cover my student account balance.

Student Signature: _____

For Parent PLUS Loan Only

Make check payable to the student? (circle one) YES NO

By signing this form I understand that in the event that anticipated funds are not disbursed as scheduled, I will be required to make cash payments to cover student's account balance.

Parent Signature: _____

Q: What is an **Advance**?

A: When the amount of the request exceeds the amount available in your student account, it is considered an **advance**.

Q: What is a **credit balance**?

A: **Credit balance** is the remaining funds in a student account after all charges have been covered.

Q: When should I request a **stipend**?

A: Once it's confirmed that you have a credit balance on your student account, you can make a request.

Q: How do I submit my request?

A: Requests can be submitted in person via the South End front desk, or scanned and emailed to **bursar@expression.edu**

Q: What is the turnaround time?

A: Requests received by 12:00 PM Tuesdays and Thursdays of each week will be reviewed that day, and payment for approved requests will be processed and/or mailed after 3:00 PM on the following business day. Electronic transfers are faster, so we encourage you to provide us with your bank information for faster service.