



Financial Aid Disbursement Instructions

Please Read The Steps Below Carefully:

- 1. Review the CEA Financial Aid Disbursement Form and print the document. This form needs to be completed by you and a Financial Aid Officer at your home institution.**
 - 2. Complete Section I of the Financial Aid Disbursement Form, printing your name and signing the form.**
 - 3. Submit the Financial Aid Disbursement Form to your college or university's Financial Aid Office for completion and return the form to the Student Financial Advisor at CEA no later than your Final Payment Due Date.**
If your financial aid will be processed by a private lending institution, you must submit the Financial Aid Disbursement Form to the private lender who will be processing your aid. Please do not send your Financial Aid Award Letter to CEA as it will not be accepted in lieu of this form.
 - 4. Ask your college or university's Financial Aid Office to fax the completed form to CEA before your Final Payment Due Date listed on your MyCEA account. Keep a copy for your records.**
 - 5. Once the completed Financial Aid Disbursement Form is received by our office, the Financial Aid item will drop to the Completed Items section of your MyCEA account.**
- **The Financial Aid Disbursement Form must be submitted to the CEA Tempe Office no later than your Final Payment Due Date. The form should be faxed to (480) 557-7926.**

- All payments should be made payable to CEA and sent to:

**CEA
2005 West 14th Street, Suite 113
Tempe, Arizona 85281-6977**

- **IMPORTANT:**

You should request a copy of the completed CEA Financial Aid Disbursement Form. This will allow you to be aware of the amount and dates that your financial aid funds will be sent to you or CEA. It will also help you to determine the amount that will not be covered by financial aid.

It is your responsibility to submit your paperwork to CEA along with any balance that is not covered by your financial aid by your Final Payment Due Date in order to avoid a \$300 late fee and withdrawal from the program.

Please let us know how we can help. If you have any questions or concerns regarding the policies or terms in this document, please contact the CEA office at (800) 266-4441, Ext. 1807 or send an email to: StudentBilling@GoWithCEA.com

*****Transcripts will be held until your account is Paid-In-Full*****

CEA: 2005 West 14th Street, Suite 113, Tempe, Arizona 85281-6977

Tel: (800) 266-4441 Ext. 1807 | **Fax:** (480) 557-7926 | **E-mail:** StudentBilling@GoWithCEA.com

