



Memorandum

To:	All Martin University Students
From:	Michael Moos, Office for Fiscal Affairs
CC:	Krystal Brown, Bursar
Date:	May 23, 2018
Re:	Disbursement Checks

Hello and Welcome to all Martin University Students,

I would like to first thank each of you for selecting Martin University as your higher learning destination. We look forward to helping you advance your career through our academic offerings.

In this memo, I would like to discuss the changes to the disbursement of funds for the new academic year, 2018-2019. As you recall, in this last year, we added the option of direct deposit for all students. Many students have signed up for this option. This option may be selected by filling out the direct deposit form located in the Bursar or the Business office. You can also find the form on the Martin University website under the Admissions / Bursar tab. The completed form must be turned in to the Bursar for activation.

The change to the disbursement for the 2018-2019 academic year is as follows; beginning the fall 2018 semester, the University will no longer distribute checks on campus. Instead, students without a direct deposit account will have the checks mailed to their address on file with the University. If you do not currently have a direct deposit account, please check your student portal to verify the correct address is listed. If you need to change your mailing address, please contact the Registrar for the change of address form.

If you have any questions, please email the bursar at bursar@martin.edu.

Thank you,

Michael Moos
VP for Fiscal Affairs