

## **Advance Payment Request**

**An advance payment provides a student with a benefit payment at the beginning of a school term to help the student meet expenses concentrated at the beginning of the term.**

**Advance pay is available to students enrolled at a rate of one-half time or higher under Chapter 30, 35, 1606, or 1607.**

**Advance pay is processed for the first partial month plus the first full month of the student's enrollment. Students who receive advance payment will not receive another payment until the fourth month of the term. (Example: A student receives who receives advance pay for the fall term will receive payment for the partial month of August plus the full month of September. They will not receive payment for the month of October until November.)**

**VA will mail the advance payment directly to Illinois Central College to be picked up by the student at the Business Office at the beginning of the semester.**

**Advance payment can be paid if:**

- **The student requests advance pay AT LEAST 30 days before the first day of the term, and**
- **There is more than 30 days between terms, and**
- **The student was not eligible for advance pay the term prior, and**
- **The student is enrolled at least half-time**

**I \_\_\_\_\_ am requesting an advance payment for the \_\_\_\_\_ term. I understand that this is only a request and is not a guarantee of payment.**

**Should I change my schedule during the term I am requesting the advance payment for I will be responsible for any debts those changes can/may produce.**

\_\_\_\_\_  
**Signature of student**

\_\_\_\_\_  
**Date**

**SCO INITIALS: \_\_\_\_\_**