



Memorandum

To: All Martin University Students

From: Michael Moos, VP for Finance and Administration

Hello and Welcome to Martin University,

We would like to thank you for choosing Martin University as your higher education destination. We look forward to helping you advance your career through our academic offerings.

Our disbursement of financial aid funds begins after the second week of classes have been completed for each of the fall and spring semesters, and, after the first week of classes for the summer session. You may view your distributions through your student portal after each of these periods noted. Once the distributions have been made, and if a credit balance on your account occurs, a refund will be processed within 14 days of the posting of the credit balance. Refunds can be made by direct deposit or by check. If you would like a direct deposit, please complete the direct deposit form found on the direct deposit link on the Bursar webpage and email, mail, or bring the completed form to the Bursar office.

If you have any questions regarding this process, please contact the Bursar office at 317-543-3238.