



## ***Procedures for Acceptance of Incoming Wire Transfer of Funds for Student Expenses***

Florida Atlantic University has the ability for accepted students to pay for tuition, fees and other expenses via incoming wires.

1. Prior to FAU accepting a wire, the student is required to complete the Incoming Wire Information Form and provide an explanatory document (when the total wire amount is in excess of the tuition and fees including but not limited to, i.e., meal plan, housing, transportation access, etc.) [http://www.fau.edu/controller/student\\_information/stdforms.php](http://www.fau.edu/controller/student_information/stdforms.php) and return the completed documents to Dianna Zaia [dzaia@fau.edu], Associate Controller, Cash Management Office or via fax to 561.297.1060. The explanatory document will be forwarded to the Cashier's Office.
2. The explanatory document must be on official letterhead from the originating source (the initiating financial institution). All funds received by wire will first be applied to outstanding student balances. Excess funds will be refunded to the student if the excess is identified in the explanatory document (i.e., miscellaneous living expenses, books, health fees, etc.). Any excess funds that are not covered by the explanatory document will be returned to the originating source.
3. When the Cashier's Office receives the explanatory document from the Cash Management Office and the corresponding wire transfer information from the bank, the wire will be processed to the student's account
4. A \$5.00 Wire Transfer Fee will be assessed on the student's account when the funds are applied to the student's account. A \$5.00 Wire Transfer Fee will be deducted from the amount wired into Florida Atlantic University, should the funds be returned to the originating bank.