

Conditions of Accepting Financial Aid at Clatsop Community College

www.clatsopcc.edu

Award Letter. This is your initial Award Letter that lists the types and amounts of student financial aid, by term, that you are estimated to be eligible to receive toward educational expenses. It is based on available information and your eligibility at the time of awarding. Review it carefully. If you need to update your contact information or change your enrollment level, notify Financial Aid. Adjustments will be made to your award accordingly (see Responsibilities of Accepting Aid below). In order to calculate and offer you aid, the CCC standard Cost of Attendance (COA) minus your Expected Family Contribution (EFC) equaling your financial need calculation is used. This is shown on the bottom of your Award Letter. The Cost of Attendance is not how much you owe or will be charged. Nor is your Estimated Financial Need always the same as the amount you have been awarded.

Academic Requirements. In order to receive and maintain eligibility for financial aid, your credits and cumulative grade point average will be tracked each term and must meet CCC's Satisfactory Academic Progress Guidelines. This is defined in detail in the brochure enclosed in this initial Award Letter. You will want to keep this for future reference. This information is also available in the Student Services Center and on the CCC website. It is your responsibility to read, understand and follow these guidelines and to enroll only in classes required to complete your declared certificate or degree program. Attendance is required for aid eligibility. In the case of an unearned "Z" grade, CCC verifies your last date of attendance, makes adjustments, possibly resulting in your owing a repayment for non-attendance.

Federal/State Grants. Federal Pell Grants, Federal Supplemental Opportunity Grants (SEO Grant), Federal Academic Competitiveness Grants (ACG), Oregon Opportunity Grants (OG), as well as CCC Opportunity Grants (OG) are awarded based on financial "need". Unlike student loans, grants generally do not have to be repaid. Pell eligibility is determined by the Expected Family Contribution (EFC) indicated on your FAFSA and your enrollment. Awards are prorated for full time, three quarter time and half time enrollment except Pell may be awarded at a less than half time enrollment.

Federal Work Study (FWS). FWS is a student employment program that makes limited part-time jobs available to students with financial need. Your Award Letter will notify you if you are eligible (OCCC students are not eligible). If you are, it will show a total amount you may earn per term. The majority of jobs pay \$9.65 an hour and monthly timesheets are submitted for payment. To determine number of hours per week that you can work, divide total offered per term by pay divided by 11 weeks in the term. At least half-time enrollment (6+ credits) is required. For more information on jobs and getting started, go to our website.

Federal Direct Student Loans. Student loans are a type of financial aid that must be repaid, with interest. At CCC, loans are calculated on a single, standard loan cost of attendance. You may choose to activate your loan(s) only after you have received an Award Letter and Loan Request form stating your estimated eligibility and before the term's application deadline as posted. Once you complete the process to activate your loan(s), CCC will certify your loan(s) and notify you of the disbursement date (note: a first-time borrower's first disbursement is scheduled at least 30 days into the term). Instructions for activating loans are on our website. CCC applies loan disbursements to your student account to apply

toward institutional and authorized charges once the loan has been activated.

Payment of Aid. Your financial aid is considered paid once it is applied to your student account, available for use toward tuition, fees and authorized charges that may accumulate on your account. If you have remaining funds after tuition/fees have been paid, you may charge books to your student account. **Fall term** you may charge books **Monday the week before the term through Friday the first week of the term.** **Winter & Spring terms** you may charge books the first week of the term. **Any remaining financial aid funds will be available in the form of a check from the Student Account Office beginning Friday of the second week of classes** and once a week thereafter. Your disbursement date will also depend on the date of your Award Letter. You will always need to complete an **Attendance Verification Form** and have **picture identification** to pick up a check. Attendance forms are available in the Student Services Center. If your aid is not enough to cover your bill, you are responsible for paying the difference by the tuition due date or you will receive late fees. A \$50 late fee goes into effect after Friday of the first week and an additional \$15 a month after that.

Return of Unearned Federal Aid. Federal regulations state that you must complete at least 61% of a term to earn all of your aid. If you officially withdraw or simply stop attending before this point, CCC must calculate how much of your aid must be returned to federal programs as "unearned". (You must do an "official" withdraw or you may end up with F grades and owing tuition and fees.) To avoid having to repay a portion of your aid, it is recommended that you attend your classes and make every attempt to successfully complete each term. You should consult with your academic advisor and/or instructor before making your decision. More information about how withdrawing may affect you is available in the Satisfactory Progress brochure.

Responsibilities of Accepting Aid. By accepting financial aid, you agree that you have the responsibility to read available consumer information and comply with these conditions, including:

1. You authorize the release of need-to-know individual information to agencies to which you have applied for assistance.
2. You acknowledge that CCC's Financial Aid Office has made this award in good faith, based on information available at the time of award and that we have the right to adjust or void this offer of aid at any time we find necessary. You realize that adjustments will be made to your funding and a revised Award Letter will be issued as a result of: a) a change that you notify the Financial Aid Office of in your enrollment level or terms of attendance b) notification that you received additional funding toward your educational costs from scholarships, agencies, or other sources c) determination that an award was made based on false, outdated, or incomplete information d) the lack of availability of federal, state, or institutional funding e) you do not maintain the Satisfactory Academic Progress Guidelines or e) an unintentional processing error on the part of Financial Aid Department systems or personnel. You understand that such adjustments may result in your owing a repayment. You understand that if you are suspected of fraudulently attempting to gain access to financial aid, that you may be reported to the US Office of Inspector General for investigation.
3. You will contact Clatsop CC's Financial Aid Office in a timely manner if your information changes.