








Financial Aid Checklist

CCC Financial Aid Office email: FinAid@clatsopcc.edu

-  **Submit a Free Application for Federal Student Aid:** Date Completed: _____
"Start a new FAFSA" or "Login" and select "FAFSA Renewal"
at www.fafsa.gov
-  **Get Admitted and submit previous official transcripts:** Date Completed: _____
Clatsop CC students - www.clatsopcc.edu/getting-started
-  **Review your Student Aid Report (SAR):** Date Completed: _____
"Correct..." or "Check the status..." at www.fafsa.gov
-  **Watch your Email! Submit all required documents:** Date Completed: _____
After a FAFSA is received, you will be notified via email
of additional required items needed to complete your
financial aid at CCC. The email will direct you to log into
your "MyCCC" account where you can access all of your
financial aid information. Check your "MyCCC" often!
-  **Review and Accept CCC's Conditions of Financial Aid:** Date Completed: _____
Normal wait time for an Award Letter is approx. 4 weeks
from the day you complete your application by submitting
ALL required documents. You will need to review important
policies and conditions to access your Award Letter. Don't
forget to review CCC's Satisfactory Academic Progress Policy
on how to maintain eligibility.
-  **Consider all funding options:** Date Completed: _____
Carefully consider each type of Financial Assistance
available to decide what is right for you. Review
your college website for more information on all funding.
Grants
Scholarships
Federal Work-Study (work commitment)
Loans (must be paid back)
-  **Follow Up:** Date Completed: _____
Keep your address, phone, email and enrollment
information current with the college at all times.

Financial Aid Checklist Frequently Asked Questions

When and how do I submit a FAFSA?:

- EVERY year prior to the upcoming school year. Some funding is limited to early applicants. BE SURE this is at least 2 months before you plan to start classes to allow for processing time.
- Use your legal name (per social security records), accurate SSN, and correct date of birth.
- If prior year income and federal tax information is not available and it is before the tax filing deadline (April 15), file your FAFSA using estimated income/federal tax information.
- If you do not complete your application at least 2 months prior to your first term in the academic year, you need to be prepared to buy your books and sign an Installment Plan to begin the term.

How do I get admitted?:

You must complete the CCC Admission process by Friday **before** the term you are requesting financial aid. Go to www.clatsopcc.edu/getting-started Note that as of 7/1/12, a high school diploma or GED is generally required for aid eligibility.

How to review your Student Aid Report (SAR) and make corrections, if necessary:

- After you complete and submit your FAFSA, the US Department of Education will process it and send you an email with a link to check your SAR. Check the status or make corrections (ex: if you used estimated income information) at www.fafsa.gov . If corrections are necessary after you've been awarded, notify CCC directly as correcting yourself could lead to funding delays.
- It is recommended that tax filers use the IRS Data Match, as available.

Why do I get email from FinAid@clatsopcc.edu?

- If you listed CCC as a school of choice on your FAFSA, then CCC will receive a copy of your SAR.
- Starting in April, CCC emails you instructions to go to our website and click on "MyCCC", select financial aid and then check to see what documents you need to submit to complete your financial aid application.
- For all applicants, this includes a Financial Aid Information Request (FAIR). For many, it will also include other needed documents such as a Verification Worksheet, Tax Transcript, etc.

Submit ALL required documents promptly to CCC, via one of the following intake options:

EMAIL: FinAid@clatsopcc.edu

FAX: 503-338-2337

MAIL: CCC, Attn: Financial Aid Office, 1651 Lexington Ave, Astoria, OR 97103

What happens if I don't provide the information requested?

- Only after you submit ALL required documents can CCC put your file into a "ready to review" status that is processed in date order. Submit documents promptly!
- If you provide incomplete or conflicting information, we will require additional documentation/clarification before awarding you financial aid. Take time to complete accurately.

What does "Review and Accept CCC's Conditions of Financial Aid" mean?

- When you log into "MyCCC" and check what has been awarded, it will ask you to read and accept the Terms and Conditions of Financial Aid at CCC for that year. You need to read it carefully and then check the box acknowledging you have read and understand it. You may also print the page.
- Federal regulations require financial aid recipients to make Satisfactory Academic Progress (SAP) to maintain access to funding. The policy is linked on Conditions page and found on CCC website.

What should I do after I get my award and start classes?

- Be sure you have completed any schedule changes **before 5 pm Friday, the first week of the term**, as CCC will adjust your financial aid to match your eligible enrollment at that time.
- "Attend" all your classes. If your instructors do not list you as attending all classes the first week of class, your aid will be reduced and/or voided.

What is a financial aid refund and when do I get the money?

- Any money left on your account after tuition, fees and books are paid will be disbursed beginning the second Friday of the term and Fridays during the term thereafter as new awards are made. Students will have the choice of receiving their disbursement through a Direct Deposit account that they set up or a check will be sent via the mail.
- It is to be used towards cost of living expenses while in college.