

Steps to Financial Aid for Clatsop Community College

www.clatsopcc.edu



Clatsop CC Federal School Code: **003189**

Apply every year as soon after Jan. 1 as possible!

Step 1 ~ Apply for your Personal Identification Number (PIN)

All students applying for financial aid will eventually need a PIN. The PIN can be used as your electronic signature if you apply with the online FAFSA. It is also used to give you future access to FAFSA renewal applications and your compiled student loan information. You can submit your request for the PIN online at www.pin.ed.gov any time. If you do a FAFSA application without a PIN, one will automatically be sent to you at a later date. Keep it in a safe place as your PIN remains the same throughout your academic life.

Note: If you are a dependent student both you and a parent will need to apply for a PIN.

Step 2 ~ Start with the Free Application for Federal Student Aid (FAFSA)

You can apply *one* of the following three ways:

- **Applying on-line is the highly recommended** way since it is fast and easy. Follow all directions for submitting your electronic FAFSA on-line at www.fafsa.gov. If you would like a worksheet to assist you in knowing what information is to be collected before applying, we recommend you download the FAFSA on the Web Worksheet from this same site to get you started.
- **or Complete a PDF FAFSA**- The PDF FAFSA is available for you to print and fill out manually at www.federalstudentaid.ed.gov. You must mail this application to the Department of Education. The mailing address will be printed on the application.
- **or Complete a Paper FAFSA** -If you do not have internet access, you can obtain a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

Whichever way you choose to apply (choose only one) your FAFSA will then be processed by the Department of Education and sent electronically to the college(s) you list for review.

Watch your mail for future correspondence.

Step 3 ~ Return All Requested Documents Promptly

After the CCC Financial Aid Office receives and reviews your FAFSA information, you will be sent at least one other form called a Financial Aid Information Request (FAIR) from CCC to complete your FAFSA application. Other forms/documents may be requested including signed copies of federal tax returns so be sure to keep copies! If you did not keep copies, you may call the IRS at 1-800-829-1040 and request a copy. If you are not required by the IRS to file, just keep copies of W-2's or any other income statements. It is important that you reply promptly to any requests by the Financial Aid Office. Once all requirements are met, it can take 8+ weeks for an Award Letter to be sent. If you delay returning requested information, you may lose out on some sources of funding that can get depleted as students apply.

Step 4 ~ Admissions and Award Letter

You will also need to complete the Clatsop CC Admissions process before your financial aid application is considered complete and an actual award can be offered. To be officially admitted you will need to complete the Admissions Application, Compass Test and pay any applicable fees. You can complete the Admission process for any term at any time you are ready. More information on admissions can be found on our website or by coming to or calling the Student Services Center. Once all requested documents are submitted for financial aid and you have completed the Admissions process, an "Award Letter" will be sent outlining the amounts and types of aid you are offered. ----->

Step 5 ~ Disbursement

These items must also be completed before your aid can actually be applied and disbursed

1. Transcripts-If you are a transfer student, you must also submit official grade transcripts from all previously attended post-secondary institutions (not high school) to the Student Services Center. Official transcripts require a fee and can often take a few weeks to be sent. You should request previous transcripts as early as possible so as not to delay the disbursement of your aid. Although an Award Letter offer can be issued before all transcripts are submitted, a hold will be placed on financial aid until all official transcripts are submitted. The Award Letter is subject to change based on that transcript evaluation. Please note that CCC has a maximum credit limit of 135 for financial aid eligibility.

2. Enrollment-To disburse your aid you will need to be registered for the same enrollment you reported to the Financial Aid Office and is listed on your Award Letter.
Full time=12 credits, Three Quarter time=9-11 credits, Half time=6-8 credits and Less Than Half=1-5 credits
If your enrollment changes, you will need to notify the Financial Aid Office to revise your award.

***IMPORTANT NOTE: Financial aid, unfortunately, is not a fast process.**

The FAFSA is only the *first* step in the financial aid process. Once you apply, all other correspondence will occur by mail so watch your mailbox and respond promptly. The process from beginning to end can take 10+ weeks! Your best bet is to apply as early as possible or you will need to plan accordingly. There is a large increase in students applying for financial aid and we are doing all we can with the limited resources available. We appreciate your patience and planning ahead.

CCC Financial Aid Policies- As a student receiving financial aid, it is your responsibility to read all the information sent to you and that is available online outlining policies, procedures, and Satisfactory Academic Progress Guidelines required for you to receive and maintain your financial aid at CCC. You will be sent the *Conditions of Accepting Financial Aid at Clatsop Community College* and a *Satisfactory Academic Progress Brochure* with your initial Award Letter to read and keep for your future reference.

Deferred Payment Plan - CCC offers a Deferment Plan to assist those who need to make payment arrangements and/or do not have their financial aid in place by the start of a term. This plan offers a way to make scheduled payments on tuition and fees. Contact the front desk in the Student Services Center for more information.

Late Fees -Please note that CCC begins attaching **late fees** for any tuition and fees not paid by Friday of the first week of each term. So if your financial aid is not in place by then for whatever reason or it is not enough to cover your tuition and fees, you are responsible for your charges.

Office Contact Information		For information on:
Student Services Center	503-338-2411 <u>or</u> 503-338-2438	Admissions, registration, transcripts and all general questions.
Student Account Information	503-338-2330	Student account balances, payments, disbursements, agency billing or other sources of payment.

Clatsop CC Financial Aid Office / Student Services Center
mailing address-1653 Jerome Ave. / Astoria, OR 97103 / 503-338-2322

