

# 2009-2010 Financial Aid Handbook

## Congratulations!!!!

### You have received Financial Aid, Now What?????



There are some very important things you need to know to KEEP your aid.

The purpose of this handbook is to familiarize you with your financial aid responsibilities and;

- to provide a quick reference to the financial aid process
- to help students understand the requirements for continued aid eligibility.

The Student Financial Services Office is available to answer any questions about information on this website. Contact us at:  
[www.finaid@clackamas.edu](mailto:www.finaid@clackamas.edu)

#### *What is Federal Financial Aid?*

#### *Student Responsibilities*

#### *Financial Aid Award Letter/Conditions of Award*

#### *Award Notification/Changes*

#### *Changes In Enrollment Status/Aid*

#### *Satisfactory Academic Progress (SAP)*

#### *First, a short definition of the aide you MAY have received*

*What is the difference between grants and loans?*

**GRANTS:** Grants are monetary awards that you receive if you meet certain qualifications. You do not need to pay back these funds as long as you remain qualified. Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Oregon Opportunity Grants (OOG), and Academic Competitiveness Grants (ACG) are examples of both State and Federal Grants awarded through the FAFSA application.

**SCHOLARSHIPS:** You will need to complete a separate application form to receive these funds and they also do not need to be paid back. There may be special criteria required by these scholarships, please read the conditions carefully. <http://www.clackamas.edu/Scholarships>

**WORK-STUDY:** Work study is awarded as part of your award package. Like other forms of aid, you must qualify for these funds. These are aid dollars that you earn by working at an approved site. Unlike other forms of aid, work study is paid monthly based on the number of hours you have worked. It is the student's responsibility to work up to the awarded amount ONLY. Any additional hours cannot be paid. If you would like to receive Work-Study, but have not been awarded it, you can request funding through a **CHANGE IN AID** form. These funds do not need to be paid back. <http://depts.clackamas.edu/career/WorkStudy.asp>

**LOANS:** These are aid dollars that must be repaid after you have graduated or leave school *or are registered for less than 6 credits.* *Stafford Loans are a form of Federal Financial Aid, therefore you must qualify and meet certain conditions. For more detailed information about Stafford AND Parent Plus loans see:* <http://www.clackamas.edu/documents/StaffordLoanInfo.pdf>

### **STUDENT RESPONSIBILITIES:**

As a financial aid recipient, it is important that you know and understand the following:

The Student Financial Services Office can review or modify your award due to changes in your status. So, it makes sense that you would:

### **Notify the Student Financial Services Office:**

- **If you are add or drop credits.** This may increase OR decrease your aid.
- **If you have received additional funds from outside sources,** including scholarships, tuition assistance, agency benefits or third-party payments, such as your employer paying for all or part of your classes.  
**Any change in your program or major.** Not All CCC degree and Certificate Programs are eligible for financial aid. See eligible degree list: <http://www.clackamas.edu/documents/09-10FinancialAidEligibleDegreeList.pdf>
- You must maintain Satisfactory Academic Progress (SAP) to remain eligible to receive financial aid funds. This means that each term, students must complete the credits they received funds for, (maximum of 12) **and** maintain a 2.0 cumulative GPA. Please refer to Satisfactory Academic Progress for more complete information <http://www.clackamas.edu/documents/SAP.pdf>)

- Federal regulations allow you to receive financial aid funds **at one institution at a time**. Under limited circumstances, you may attend more than one institution at a time, receiving funds from only one school. Co-admission requirements may vary, see a financial aid advisor for complete details.
- Your financial aid eligibility will end as your credits approach 150% of the credits to complete your degree or certificate. (For example, if you are working on a 90 credit degree, you can use up to 135 credits before your financial aid eligibility is ended.) The 150% rule includes all remedial courses. <http://www.clackamas.edu/documents/SAP.pdf>
- In some cases, if you withdraw, drop or stop attending classes you may be subject to repayment of financial aid funds. See page 5 for the Federal Financial Aid Repayment policy. Please be aware that this is very serious and the college will withhold your official transcripts if repayment is required and remains unpaid.
- If you have received Stafford Loan funds, you must complete an EXIT interview, at the time you leave CCC. Your transcripts will be held if you do not complete the exit interview at the time you leave CCC. <http://www.mappingyourfuture.org/>
- You are responsible for keeping your address and phone number current. You can do this at the counter in Rook Hall or log into myClackamas, User Account, Address Change. Web address changes take 48 hours to take affect. Financial aid checks are mailed to the address of record, so please be sure to make changes timely. All other communications are made through your myClackamas student email account. Check your email often.

### **FINANCIAL AID AWARD LETTER/CONDITIONS OF AWARD**

- Award letters are available for download from MyCougarTrax. You must sign, date and return the letter to Rook Hall within 30 days. Without your signature, your award cannot be processed. Faxed copies are accepted. (Fax # 503-722-5864)
- Any revisions in your financial aid award package can be viewed by logging on to MyCougarTrax and viewing your financial aid account information. A revision may be the addition, deletion or other change in a certain type of aid.
- The funding indicated in the award letter is for full time enrollment, **unless** you have notified the Financial Aid Office in writing of any reduction of enrollment. You can accomplish this by submitting a **Change In Aid Form** for any change in enrollment. <http://www.clackamas.edu/documents/09-10ChangeInAid.pdf>

- If you decide that you do not want a particular award, you can decline the award using a **Change in Aid** form. Once declined, there is no guarantee that funds will be available once they have been cancelled. It is our policy to award these funds to students who are on our waiting list. However, you can request reinstatement of any award you have cancelled using a **Change In Aid Form**.  
<http://www.clackamas.edu/documents/09-10ChangeInAid.pdf>
- If you would like to be considered for funds that you have not been awarded, but you would like to receive, such as College Work Study, submit a **CHANGE IN AID** form requesting that particular award. If you are eligible, and have submitted a request, you will be considered as funds become available. <http://www.clackamas.edu/documents/09-10ChangeInAid.pdf>

**PLEASE NOTE:** The Financial Aid Office reserves the right to adjust any financial aid award throughout the year if funding sources change or if funds were over-committed. Your aid can also be adjusted if student information changes and impacts a student's eligibility for funds.

### *CHANGES IN ENROLLMENT STATUS/AID*

Once your aid has been sent to your student account to cover costs, you are responsible to meet all enrollment requirements. No adjustments will be made to decrease your enrollment after you have received your funds.

If your funds have not been sent to your account, you may change your enrollment status and we will adjust your aid to match your enrollment. You must inform us in writing of this change by submitting a **Change in Aid** form. Please remember that if you reduce your enrollment status, you will almost certainly receive less funding (The only exception to this may be for scholarship recipients and loan recipients. That will be determined on a student by student basis.)

### *SATISFACTORY ACADEMIC PROGRESS (SAP)*

Students receiving financial aid while attending Clackamas Community College are expected to complete all credits paid for by financial aid. In addition, you must maintain a minimum 2.0 cumulative Grade Point Average (GPA). For more detailed information see:

<http://www.clackamas.edu/documents/SAP.pdf>

### *Status:*

**Full time** is 12 credit hours.

**Three-quarter time** is 9 - 11 credit hours. Your financial aid will be based on 9 credits.

**Half-time** is 6 – 8 credit hours. Your financial aid will be based on 6 credits. Loans require a minimum of 6 credits to maintain the award.

**Less than half-time is** 5 credits or less. Your financial aid will be based on 1 credit. This refers to Pell Grants only. For loans, you must be at least 6 credits. For more information regarding Satisfactory Academic Progress, see: <http://www.clackamas.edu/documents/SAP.pdf>

## STUDENT ACADEMIC PROGRESS (SAP) TERMINOLOGY:

### Federal Financial Aid Repayment Policy

Under certain conditions, a student may be required to return some or all of the federal aid that was disbursed to him. Federal financial aid regulations require that a student who withdraws or stops attending classes prior to completing 60% of the term will not have earned the entire financial aid award that he received. The calculation for the Return of Funds is completed based on the rules of the Federal Department of Education. In short, you must attend/participate in class through 60% of the class time to earn 100% of your aid.

In cases where you are required to repay all or a portion of your aid dollars, you will not be eligible to receive further federal aid, including loans, at Clackamas Community College or any other Title IV institution. These funds must be repaid to the Federal Department of Education. You have 45 days from the date of the letter sent informing you of the overpayment to make payment arrangements with Clackamas Community College. CCC will return these funds to the Department of Education. If you do not respond within the 45 days indicated, your account will be turned over to the Department of Education and you will become ineligible to receive further federal aid. For more information on the calculations used for return of funds, please contact the Student Financial Services Office at [www.finaid@clackamas.edu](mailto:www.finaid@clackamas.edu)

**Co-Admission and Dual Enrollment programs between CCC and Portland State University** If you are in the co-admission program between CCC and PSU, you have the option of taking classes at both institutions at the same time. If you are a financial aid recipient, you need to know a number of things in order to receive aid for all the credits that you enroll for at each institution. Currently, the Student Financial Services Office has a formal agreement only with Portland State University (PSU).  
<http://www.clackamas.edu/coadmit>

You can receive funds from only one school at a time. If you are taking the majority of your classes at CCC, and have not completed a formal admission to PSU, then Clackamas will be your home school for aid. Both institutions will work to coordinate the transition for you.

- you must be enrolled for at least 6 credit hours at CCC for us to award you aid. If you are attending PSU, please be aware that CCC will pay aid for only 100 and 200 series courses. If you are planning on taking upper division course work, then you need to apply for formal admission to PSU and make them your home school.
- You must supply a copy of your registration from PSU to the Student Financial Services Office before your funds will be released to cover your student account here. **It is your responsibility to cover the educational costs at any other institution.**

- You must provide a copy of your grade transcript to the Student Financial Services office if CCC is your home school. You will not be considered in good standing until your grades have been provided and reviewed.
- If you do not maintain Satisfactory Academic Progress, then you will no longer be eligible to receive funds for dual enrollment. No appeals are granted for loss of eligibility.

### **Dual Enrollment Check List for Financial Aid Students**

- ❖ Complete an Application For Admission to Clackamas Community College.
- ❖ Complete a Free Application for Federal Student Aid (FAFSA) indicating Clackamas Community College as one of the schools to receive your financial information.
- ❖ Complete and return all requested documents to the Student Financial Services Office as soon as possible.
- ❖ Complete New Student Orientation and develop an educational plan for your time at Clackamas Community College
- ❖ Sign and return your award letter to the Student Financial Services Office
- ❖ Register for classes
- ❖ Inform the Student Financial Services Office of any change in enrollment status both before and during the term. (If you change your enrollment status after picking up your funds, it may affect your financial aid award and future eligibility.)
- ❖ Maintain Satisfactory Academic Progress (SAP) while attending Clackamas. <http://www.clackamas.edu/documents/SAP.pdf>
- ❖ Contact the Student Financial Services Office one to two terms prior to graduation or your transfer term. They can aid you in making a smooth financial aid transition to Portland State University.

### **Notes on Consortium Agreements**

Clackamas Community College will participate in consortium agreements with other colleges. Your financial aid must be at the home school. You are responsible for paying your tuition and fees at CCC.

## **Limits to Receive Federal Aid**

There is a limit to the number of credits that a student may receive Federal financial aid FOR to complete a degree or certificate program. Most degree programs at CCC require you to complete at least 90 credits, and a certificate program requires between 38 and 50 credits for completion. In some cases, students may be eligible for additional funding to cover credits to complete the required courses for a specific degree or certificate program. CCC follows a 150% rule for receiving federal aid.

For example:

150% of a 90 credit degree program would be 135 credits (and approximately 68 credits as a limit for a certificate.) This includes credits attempted with or without financial aid, and includes all transfer credits.

Extensions are not approved to cover dual degrees or certificates.

Students may be notified if it is determined that they are approaching the end of their aid eligibility. It is the student's responsibility to complete and submit a Federal Financial Aid Extension Request, along with supporting documentation.

<http://www.clackamas.edu/documents/09-10ExtensionForFederalFinancialAid.pdf>

In certain cases Federal Financial Aid Extension Requests may be submitted if a student already has a degree.

## **Stafford Loans**

- Stafford: You will need to apply for the loan at <https://www.elmselect.com/oll/Agreement> Carefully follow all directions.

## **Scholarships**

The Clackamas Community College Foundation provides over \$300,000 in scholarships for our students.

These scholarships are available to anyone who is:

- enrolled at CCC;
- plans to enroll at CCC or transfer from CCC to a four year college/university for the academic year;
- has a 2.0 GPA or higher;
- has a high school diploma, GED or high school equivalency.

The hundreds of scholarships CCC offers cover many different areas and interests. Some of these areas include:

- Program/Major of Interest (e.g. art, drafting, nursing)
- Academic Merit (GPA)
- Extracurricular Activities (e.g. athletics, music, journalism)
- Financial Need
- Personal Barriers (e.g. disability; language; ethnicity; first in family to go to college)

Clackamas Community College offers two open enrollment periods. The first open enrollment period starts in January and the deadline to submit your completed application is in March. We highly recommended that you apply for scholarships during this time period.

The second open enrollment begins in October and the deadline is in November. Scholarships are limited during the second open enrollment. Scholarship applications are only accepted during open enrollment periods. All scholarship offerings can be found by accessing the Financial Aid web page on the CCC website during the open enrollment period. Complete one standard scholarship application form and you are automatically considered for all CCC scholarships for which you are eligible.

<http://www.clackamas.edu/Scholarships>

CCC also assists non-college donors to advertise their scholarships. We provide information in the lobby area of Roger Rook Hall on scholarships that are available to students. Information is updated as we receive it. Students will need to contact non-CCC donors directly for assistance or questions.

For complete information about scholarships go to:

<http://www.clackamas.edu/Scholarships>

### ***VETERANS SERVICES:***

Certification and funding assistance, as well as information and forms for veterans and eligible family members, is available through the Student Financial Services Office. Please contact the VA directly to let them know you are interested in attending CCC and then contact our Veterans Representative at 503-657-6958, ext 2554.

<http://depts.clackamas.edu/veterans/>